

# Weekly Management Report

## January 10, 2020


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# memorandum

**DATE:** December 23, 2019

**TO:** Justin Hess, City Manager

**FROM:** Patrick Prescott, Community Development Director 

**SUBJECT:** City Manager Tracking List Item #2111 – Placement of “Bike Hoops” or Public Bicycle Racks along City Sidewalks

At the March 13, 2018 City Council meeting, Vice-Mayor Frutos asked for a report on the placement of “bike hoops,” or bicycle racks placed on sidewalks in the public right-of-way. He specifically requested information on where they are currently located and how they could installed at other businesses and restaurants.

Providing secure bicycle parking is important to encouraging people to travel by bicycle, particularly for short trips within the City. There are two main types of bicycle parking. Short-term bicycle parking is for customers travelling to commercial businesses and restaurants who must park their bicycle for a short period while patronizing the business. Long-term parking is for employees who are commuting by bicycle and require all-day parking while at work, or for residents who need to store a bicycle at their home.

One way to provide short-term bicycle parking is to install simple bicycle “U-racks” on City sidewalks next to businesses, much like vehicle curbside street parking is provided for those who drive. The Burbank Bicycle Master plan states that the City should develop an annual budget to “be put into place to allow for the continued installation and maintenance of city-owned public bicycle parking.” To implement this goal, Community Development Department Transportation staff secured a series of grant funds to install over 100 bicycle racks along commercial corridors on Magnolia, Burbank, Glenoaks, and Victory Boulevards, and in Downtown Burbank. A portion of these grant funds was also reserved to respond to requests by business owners to install bike racks near their businesses. Because this limited bike parking program was grant funded, when the funds were exhausted the City was not able to offer further public bicycle parking installations.

Because the need for public short-term bicycle parking remains an important goal to encourage more bicycle trips and reduce transportation related greenhouse gas emissions, staff included a new source of recurring revenue to install and maintain new public short-term bicycle parking as part of the Fiscal Year 2019-2020 budget. The City Council approved use of \$16,400 in Assembly Bill (AB) 2766 Subvention Funds as a source of ongoing funding for this program. AB 2766 funds are collected from driver’s

license registration fees and are disbursed each year to cities through air quality management districts. These funds are restricted to fund projects that improve air quality. Installation of bicycle racks is an allowable expense under AB 2766 regulations.

City staff is in the process of developing a new bicycle rack program that would allow local businesses to request public bicycle racks be installed near their business, and plans to offer this new program to the public in Spring 2020. Staff is currently developing an administrative process to respond to requests, track installations, and provide bike rack maintenance. Staff will also procure a vendor who will perform the siting and installation on an as-needed basis. The rack design and siting will be consistent with the Burbank Bicycle Master Plan and will match many of the black U-racks currently installed throughout the City.

In addition, staff is performing an inventory of all of the bicycle racks previously installed as part of past grant programs. Staff will create a map from this list and post it on the City's Transportation website. Members of the public and businesses will be able to see where the City owned and maintained bicycle racks are located throughout the City.


Based on demand for the new program, staff will adjust appropriation requests of AB 2766 Subvention Funds each year as part of the annual City Budget process.



# memorandum

**DATE:** December 24, 2019

**TO:** Justin Hess, City Manager

**FROM:** Patrick Prescott, Community Development Director 

**SUBJECT:** City Manager Tracking List Item #2248 – Engage with Local Transit Operators in Expanding and Enhancing Public Transit in Burbank

At the September 10, 2019 City Council meeting, Councilmember Gabel-Luddy requested information on how the City can continue to engage with local transit operators in expanding and enhancing public transit in Burbank. This memo outlines the ways that staff continues to advocate for enhanced local transit service in Burbank.

Local bus service in Burbank is provided primarily by the City of Burbank through BurbankBus Fixed Route services and by Metro via its Local and Rapid bus services. Additional operators that have a minor presence in Burbank include Glendale Beeline, LADOT Commuter Express, and Santa Clarita Transit. Since Metro provides the majority of local bus service in the City, staff engages regularly with Metro staff and through various advisory boards to ensure that bus service in Burbank is maintained and expanded whenever possible. The ways that staff engages with Metro include:

- Serving on the Metro Technical Advisory Committee (TAC) representing the Arroyo Verdugo Subregion. This advisory group provides input on Metro policy and programs.
- Participating in the Local Transit Systems Subcommittee, a complementary Metro advisory group to TAC that discusses local transit operator issues.
- Supporting Councilmember Talamantes, who represents Burbank, Glendale, and San Fernando on the Metro San Fernando Valley Service Council. Most local bus operations decisions are vetted through the Service Council.
- Participating in periodic transit service provider working meetings hosted by Metro
- Leveraging direct relationships with Metro bus service planning staff and Metro stops and zones field staff.

In addition to these functions, staff is currently involved in the Metro NextGen Bus Study. The purpose of the major study is to perform a top-to-bottom overhaul of Metro's local bus routes to ensure that bus service aligns with where people travel and, and provides more reliable, frequent, and convenient service to customers. Metro has completed an extensive outreach and data gathering effort which resulted in the Metro Board adopting



several service policies in Summer 2019. Metro staff is now developing the Metro Board service policies into a proposed system redesign, which will propose changes to bus routes, schedules, frequencies, and other characteristics. Once completed, this proposed system redesign will be presented to the public and other stakeholders in the first half of 2020.

Since the NextGen Bus Study is one of the most comprehensive reviews of Metro's bus service, Staff believes that providing input on the results of the study is critical to expanding and enhancing public transit in Burbank. To that end, Staff will institute the following measures to ensure that Burbank's residents and other stakeholders are involved in the process:

- Coordinate upcoming Metro staff briefings with City stakeholders and potentially the City Council.
- Publicize community meetings, pop-up events, and other Metro outreach activities through the City's Public Information Office.
- Engage directly with Metro staff, including staff deputies to the City's Metro Board representatives, if necessary.
- Coordinate with Burbank's Service Council Representative once public hearings on route changes are scheduled.
- Provide public input at the Service Council hearings to ensure the City's interests are considered.

Metro's NextGen Bus Study is expected to be substantially complete by mid-2020. Following Board Adoption of the overall system redesign parameters, Metro will implement specific service changes through its Service Councils between mid-2020 and mid-2020.






# memorandum

**DATE:** December 23, 2019

**TO:** Justin Hess, City Manager

**FROM:** Patrick Prescott, Community Development Director 

**SUBJECT:** City Manager Tracking List Item #2051 - Current and Projected Level of Service (LOS) Concerning Traffic Intersections

At the September 12, 2017 City Council meeting, Councilmember Gabel-Luddy requested that current and projected street intersection levels of service be posted on the City's website.

The Burbank2035 General Plan Transportation Analysis Report (Attachment F in the Plan) observes traffic conditions at thirty-five key intersections throughout the City in the study year of 2010 and compares them to proposed future traffic conditions in the year 2035. The Community Development Department measures traffic conditions when assessing new development projects and for other ongoing improvements. This has given the Department the opportunity to compare recent statistics with the General Plan data, sourced in 2010.

The current standard measurement for traffic is Level of Service (LOS), a quantitative measure used to describe the condition of traffic flow, ranging from excellent conditions at LOS A to overloaded conditions at LOS F. The City of Burbank's current policy is to maintain LOS D at all intersections during morning and evening peak traffic hours (7:00 am – 10:00 am and 4:30 pm – 7:30 pm) to provide acceptable levels of vehicular mobility throughout the City.

Table 1 presents LOS data for AM and PM peak hours in 2010, today's LOS from the most recently sourced traffic study data, and projected LOS in 2035. The source column lists from which traffic study the data are sourced.

In 2013, Senate Bill 743 was signed into law, which identified Vehicle Miles Traveled (VMT) per capita as the new metric for identifying and mitigating transportation impacts. City staff are currently in the process of developing local thresholds to transition to using VMT by July 1, 2020. Staff will be bringing forward an item to Council for adoption of local VMT thresholds as part of the Burbank Center Plan update.

Switching from LOS to VMT shifts the paradigm for development assessment, focusing on region-wide quality of life improvement and not simply vehicle movement at one site. The change encourages projects to utilize public transportation and invest in active transportation improvements in city centers, incentivizing the growth around existing assets. In the long term, this can enable more development in pedestrian-friendly districts and attain environmental goals by reducing miles traveled.

A link to this memo, including the LOS information contained in Table 1, has been posted on the City's website alongside a link to the Burbank2035 General Plan, at the following URL:

<https://www.burbankca.gov/departments/community-development/adopted-plans>

**Table 1: 2010 Level of Service vs. Most Recent Level of Service**

Intersection			2010		Current		Projected in Burbank 2035		Source Document for Current Measure (Year)
			AM	PM	AM	PM	AM	PM	
#	N/S Street	E/W Street	LOS	LOS	LOS	LOS	LOS	LOS	
1	N Hollywood Way	Winona Ave	A	A	A	D	B	D	Avion (2017)
2	N Hollywood Way	Thornton Ave	C	D	D	C	C	F	Avion (2017)
3	N Hollywood Way	W Victory Blvd	D	E	D	E	E	E	Avion (2017)
4	N Hollywood Way	W Burbank Blvd	C	D	D	D	D	D	Avion (2017)
5	N Hollywood Way	W Magnolia Blvd	C	D	D	D	D	E	Avion (2017)
6	N Hollywood Way	W Verdugo Ave	D	D	C	D	D	E	Avion (2017)
7	W Riverside Dr	W Alameda Ave	A	C	A	B	B	D	Talaria (2013)
8	N Pass Ave	W Alameda Ave	B	A	B	A	D	B	Talaria (2013)
9	N Pass Ave	W Olive Ave	C	D	C	C	E	F	Avion (2017)
10	N Hollywood Way	W Alameda Ave	B	C	C	B	C	D	Avion (2017)
11	N Hollywood Way	W Riverside Dr	A	B	A	B	B	D	Avion (2017)
12	N Hollywood Way	W Olive Ave	B	C	A	C	D	E	Avion (2017)
13	W Riverside Dr	W Olive Ave	A	A	A	B	A	B	Talaria (2013)
14	W Olive Ave	W Alameda Ave	A	B	A	B	C	C	Alameda Nrth NPP (2015)
15	N Buena Vista St	N Glenoaks Blvd	D	C	C	B	D	C	Avion (2017)
16	N Buena Vista St	N San Fernando Blvd	B	D	D	B	C	F	Avion (2017)
17	N Buena Vista St	W Empire Ave	B	B	A	B	C	E	Avion (2017)
18	N Buena Vista St	Vanowen St	B	D	--	--	A	B	N/A
19	N Buena Vista St	W Victory Blvd	C	D	D	E	C	E	Avion (2017)
20	N Buena Vista St	W Burbank Blvd	D	D	D	D	D	D	Avion (2017)
21	N Buena Vista St	W Magnolia Blvd	E	E	D	D	F	F	Avion (2017)
22	N Buena Vista St	W Olive Ave	D	D	D	D	E	E	Avion (2017)
23	S Buena Vista St	W Alameda Ave	C	D	C	D	D	D	Avion (2017)
24	S Buena Vista St	W Riverside Dr	C	C	C	C	D	C	Avion (2017)
25	N Victory Blvd	W Burbank Blvd	B	D	A	A	C	E	777 N Front (2018)
26	N Victory Blvd	W Magnolia Blvd	A	D	C	D	B	F	777 N Front (2018)
27	N Victory Blvd	W Olive Ave	C	D	D	D	C	E	777 N Front (2018)
28	N Victory Blvd	W Alameda Ave	B	D	B	C	C	D	Int'l School (2012)
29	N San Fernando Blvd	Burbank Blvd	D	D	C	C	B	D	777 N Front (2018)
30	N 1st St	E Magnolia Blvd	A	B	A	C	A	C	777 N Front (2018)
31	N 1st St	E Olive Ave	A	C	A	C	B	C	777 N Front (2018)
32	S San Fernando Blvd	E Alameda Ave	D	D	C	C	D	E	Premier at 1st (2016)
33	N Glenoaks Blvd	E Magnolia Blvd	B	B	B	B	B	C	777 N Front (2018)
34	Glenoaks Blvd	E Olive Ave	C	C	C	B	D	C	777 N Front (2018)
35	S Glenoaks Blvd	E Alameda Ave	D	D	E	D	E	E	Premier at 1st (2016)



**CITY OF BURBANK**  
**POLICE DEPARTMENT**  
**MEMORANDUM**



**DATE:** December 23, 2019  
**TO:** Justin Hess, City Manager  
**FROM:** Scott LaChasse, Chief of Police *Scott LaChasse*  
By: Josephine Wilson, Police Administrator  
Lieutenant John Pfrommer, Traffic Bureau

**SUBJECT: CITY MANAGER TRACKING LIST NO. 2260 – TRAFFIC EDUCATION EFFORTS REGARDING SPEEDING WITHIN NEIGHBORHOODS.**

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On October 29, 2019, Councilmember Murphy requested information from the Burbank Police Department (BPD) concerning educational efforts to inform citizens about speeding within local neighborhoods.

Background:

Traffic issues have been one of the primary sources of community complaints over the past few years. As part of the BPD's professional accreditation program through the Commission on Accreditation for Law Enforcement Agencies (CALEA), the Department conducts a biennial community survey to gauge citizen attitudes and opinions pertaining to the provision of law enforcement services. In the most recent survey administered in the fall of 2019 (dissemination of finalized results pending), 60.04% of the respondents perceived speeding and reckless driving as a major problem, while 46.76% noted the crime as "most" concerning. Traffic Congestion also ranked second (32.8%) behind Transient Population (35.9%) in Quality of Life issues in Burbank. Speeding endangers everyone on the road and that includes pedestrians, bicyclists, and other motorists. National data shows that a 10 mile-per-hour increase in speed raises the risk of being involved in a collision by 9.1%. The BPD is committed to keeping our roadways safe, with the primary purpose of reducing traffic collisions. Factors that contribute to traffic collisions include distracted driving, speeding, aggressive driving, impaired driving, and driving while fatigued. It is important to note that as of November 2019, Burbank is experiencing a 14.8% decrease in traffic collisions (1,015 in 2018 and 864 in 2019).

Discussion:

The BPD employs a three-prong approach as a speed reduction and traffic safety strategy – enforcement, education and engineering. Enforcement is the primary strategy used to mitigate speeding complaints. Problem areas such as schools and high collision intersections are identified by statistical analysis as well as from community complaints. The BPD deploys officers in these chronic problem areas for both visibility and enforcement efforts. Traffic Bureau personnel typically take the lead in addressing these locations; augmented by Patrol Bureau personnel who are assigned enforcement missions in the identified "hot spots." Without continued and consistent enforcement from

officers, drivers eventually begin to increase their speeds/unsafe driving practices in any area of targeted enforcement after a period of time passes. The Traffic Bureau strategically redeploys its resources daily/weekly to different sectors within the City, taking into account the limited number of personnel, resources, and funding.

Enforcement - Traffic complaints related to speeding are directed to the Traffic Bureau and formal traffic complaints are created to document locations of concern. The Traffic Bureau also initiates a selective traffic enforcement strategy for all areas experiencing a rise in speed violations. The enforcement strategy begins with the deployment of speed display trailers on a temporary basis to identify the days and times that speeding violations occur. This not only aids in focusing enforcement efforts on specific time periods, but also causes speeding drivers to slow down due to fear of being detected by law enforcement. Once the speed display trailers are removed from the area, Traffic Bureau Motor Officers respond to provide the appropriate enforcement.

As of December 2019, the Traffic Bureau received 79 citizen traffic complaints, with 54% of the complaints pertaining specifically to speeding vehicles. The aforementioned strategy was utilized on each of the speeding complaints, which yielded significant results and a reduction in vehicle speeds. In November and December 2019, the Traffic Bureau engaged in a month-long traffic enforcement campaign on the eastern half of the City, encompassing the streets between Alameda Avenue, First Street, Sunset Canyon Drive, and Cohasset Street. This was in large part due to traffic complaints from citizens that reside in the hillside area for over speeding and stop sign violations. Motor Officers issued over 600 traffic citations and 24 advisals during the four-week period, and effectively reduced the number of traffic complaints in the area to zero.

Education - Studies and enforcement data indicate that the majority of speeding violations on local streets are committed by drivers who live in those neighborhoods. It is therefore important for the BPD to engage in community education campaigns to increase awareness of the dangers associated with speeding. The Traffic Bureau works closely with the BPD Public Information Officer (PIO) to release frequent articles and newsletters, videos, enforcement actions and traffic alerts via social media platforms that address the dangers associated with speeding, distracted driving, and impaired driving. Social media hits exceed more than 10,000 views each year. On an annual basis, the Traffic Bureau assigns Motor Officers to conduct traffic safety training at all local elementary schools, high schools and senior living facilities. These presentations provide important traffic education to students, parents, and senior citizens.

During Fiscal Year 2018-19, the Traffic Bureau completed 10 valet, pedestrian safety, and bicycle safety education classes at local elementary schools, providing instruction to over 500 students. The Traffic Bureau also completed three separate impaired driving and distracted driving education classes at Burbank High School, John Burroughs High School, and Providence High School, providing instruction to approximately 250 students. 10 senior pedestrian and senior driving education classes were conducted at local senior living facilities, providing valuable instruction to over 400 senior citizens. Capitalizing on the volume of bicyclists that utilize the Chandler Bike Path, the Traffic Bureau conducted bicycle safety education for a week-long period along the bike path. Traffic education is



also a component of the citizen Community Academy classes conducted each year. In an effort to gain access to a larger audience of Burbank residents, the Traffic Bureau plans to invite all interested residents to attend traffic education presentations at the Burbank Police Department during Fiscal Year 2019-20. The presentations will focus on the dangers associated with speed, impaired driving while under the influence of alcohol or marijuana, and distracted driving. Pedestrian and bicycle safety presentations will also be conducted at the junior high schools in 2020.

To implement these strategies, the Traffic Bureau applies for grants each year through the State Office of Traffic Safety (OTS). For the 2019-20 grant cycle, the Police Department was awarded \$120,000. The Council approved this grant on October 29, 2019. The funding provided through the grant will assist the Traffic Bureau with implementing additional selective traffic enforcement strategies and will include the local newsletter in BPD traffic education campaigns.

Traffic Calming Through Engineering - Education and enforcement can help reduce excessive speed in most situations; however, drivers often need a reminder to slow down. A traffic engineer can help install measures that will encourage or even force drivers to slow down. This can be accomplished with the addition of speed humps/bumps, raised intersections, traffic islands, road narrowing, and pavement markings. This has been referred to as "traffic calming," and such a program depends on how invested the community is on making it work. It becomes extremely important to have "buy-in" from the community from the earliest stages of the program. A comprehensive traffic calming program that includes community education and involvement, enhanced enforcement, and engineering control is the most effective way to stop speeding drivers and make neighborhoods safe for pedestrians, bicyclists and motorists.

Conclusion:

The Police Department continues to address traffic challenges through enforcement, education and engineering. The goal is to connect education efforts with enhanced police enforcement to inform the community of the importance of reduced speeds on Burbank streets. Education by itself cannot deter speeders for long; however, the penalty of fines through citations is necessary to reduce speeding over time.

The City of Burbank has recently undertaken a citywide "Complete Streets" initiative to integrate people and place in the planning, design, construction, operation, and maintenance of Burbank transportation networks. Many streets are currently designed for vehicle transportation and lack engineered traffic calming measures that reduce vehicle speeds. Everyone should have safe and convenient access to community destinations whether walking, bicycling, driving, or taking public transportation. A "Complete Streets" approach helps ensure Burbank streets will be safe for all people and balance the needs of all modes of transportation. The Burbank Police Department is working closely with the Community Development Department to incorporate traffic education and engineering principles to increase effectiveness and include all community stakeholders in the endeavor to reduce traffic speeds in the City of Burbank.





**CITY OF BURBANK**  
**POLICE DEPARTMENT**  
**MEMORANDUM**



**DATE:** December 26, 2019

**TO:** Justin Hess, City Manager

**FROM:** Scott LaChasse, Chief of Police *Scott LaChasse*  
By: Deputy Chief Michael Albanese, Administrative Division  
Josephine Wilson, Police Administrator  
Lieutenant Eddie Ruiz, Internal Affairs  
Sergeant Emil Brimway, Professional Standards

**SUBJECT: FLEET AND DRIVER SAFETY MEASURES**

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On November 20, 2019, Council Member Talamantes requested a follow-up on the preventative measures the Burbank Police Department takes to prevent or minimize officer-involved traffic collisions, and the steps taken by the Department during the review and disciplinary process.

Background:

One of the core missions of the Burbank Police Department is to protect life and property. Officers respond to calls for assistance, act as a deterrent to crime, enforce State and local laws, and respond to emergencies 24 hours per day, seven days per week. This goal can only be achieved by providing safe and appropriate responses to emergency situations whether dispatched or self-initiated. The Department utilizes available legal authority to respond with lights and siren to life-threatening circumstances or without lights and siren for all other non-emergency responses. A rapid response may make the difference between life and death. The Department also recognizes the limited, but nonetheless important role police responders play in medical emergencies (i.e., CPR and First Aid). It is these roles in which an officer's rapid response may have a beneficial impact prior to the arrival of the Fire Department.

Discussion:

Deployment of Patrol Units on the streets every day, every hour, year round regardless of weather conditions, generally enhances the probability of traffic collision occurrences. Additionally, Detectives, Parking Control Officers, Animal Control Officers and other administrative sworn and civilian staff drive extended miles throughout their duty hours. Collectively, the Department drives over 979,000 miles annually. Officers respond to approximately 50,000 calls for service each year and conduct close to 40,000 self-initiated contacts. The average mileage on a police patrol vehicle is 20,000 miles each year. The Police Department has established a goal of responding to all emergency calls (Priority 1) in under 4:00 minutes, and all calls for service in under 18:00 minutes. For the month of November 2019, response times for Priority 1 calls for service was 3:36, which

exceeded our goal. Year-to-date average response time was 3:24 for Priority 1 calls. Year-to-date response for non-priority response was 17:28, which also meets our goal.

The reality is that there are inherent distractions for any officer responding to a call. Visibility challenges with cages and rifle/shotgun mounts in the vehicle, on-going communication on the radios and Mobile Digital Terminal, and the need to maintain situational awareness at all times. Managing distractions is a critical centerpiece for training to meet Police Officers Standards and Training (POST) standards and in the Department's Field Training Officer (FTO) program because law enforcement is vulnerable. The Department has primarily fallen susceptible to low speed accidents while maneuvering turns, parking or backing up. That being said, the Department takes each vehicle collision seriously as it could potentially affect lives for the officers and citizens, impose a significant cost to repair or replace vehicles, and damaged property. Vehicle collisions also carry significant liability and/or likelihood of litigation. In 2019 nationwide, there were 128 line of duty deaths, 25 (19.5%) of which were driving related. It is therefore the Department's goal to prevent officer involved traffic collisions through continued training, education, and enforcement of Department policies.

Training - The training begins at the Police Academy, where Police Recruits successfully complete Emergency Vehicle Operations Control (EVOC) training. The training includes the safe management and handling of vehicles in all conditions, including routine patrol, Code 3 operations, and pursuit driving. This training meets all required POST standards. Upon graduation from the Police Academy, each Police Officer begins a six-month FTO program during which the driver receives driver awareness and EVOC training in both classroom setting instruction as well as "hands on" practice. The Officer is evaluated on a daily basis regarding their driving performance by the Field Training Officer. Field Training Officers are rotated each month.

For all seasoned Officers, POST requires every sworn police officer to complete four (4) hours of driver training every two (2) years. The content, testing, and instructional methodology requirements include psychomotor aspects, judgment/decision making in driving, agency policies, scenario practices and driving attitudes. Testing to determine effectiveness of learning is also completed by one or more of the following instructional methodologies - behind-the-wheel, driving simulator or classroom interactivity (any exercise(s) in which trainees are required to interact with written, video, or instructor-provided prompts)

The Burbank Police Department provides its officers with more than double the amount of the POST training required by the State regulations and POST. In the fall of 2018, all sworn personnel received the four-hour POST driver's training. The training consisted of steering, low speed, high speed, judgement, and collision avoidance. It should be noted that Police Cadets also participated in the POST training in 2018. Police Cadets are not required by the State or POST to go through any driver's training.

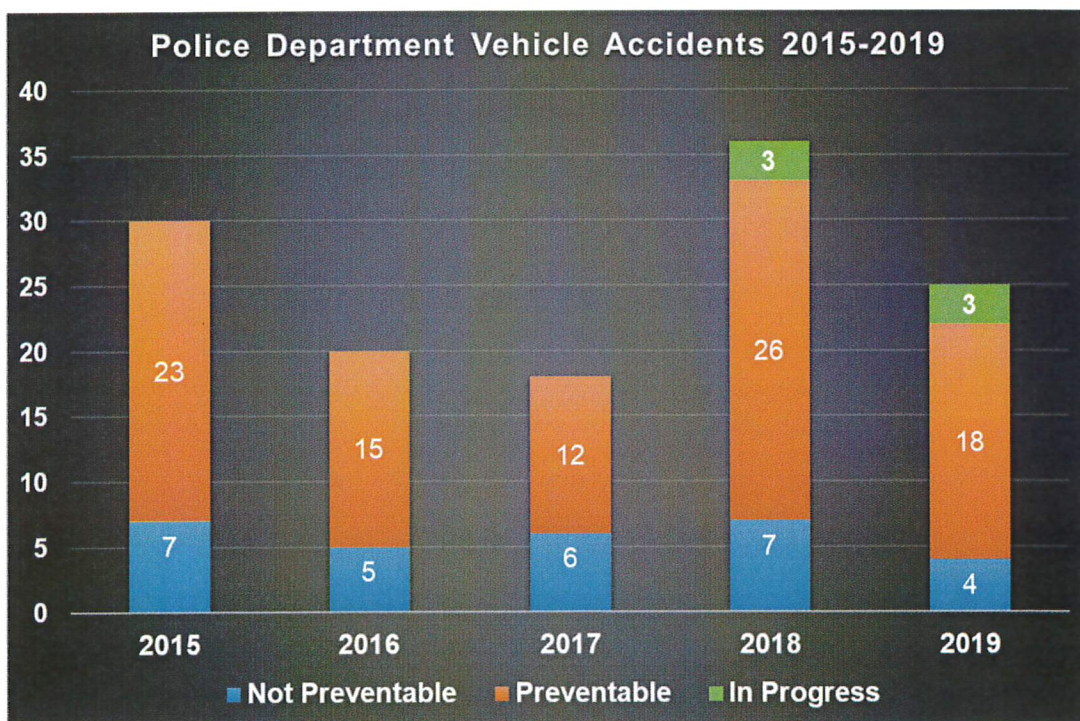
In Spring 2019, the Department conducted Mobile Field Force Training (MFF/Crowd Control). The driving component of this training consisted of about one and a half hours. This training is not a State or POST requirement. During the MFF training, officers were



taught driving tactics which included driving in slow speeds in trail, and online skirmish which is tactical positioning in vehicles for crowd control, as well as Officer/Citizen Rescues from the crowd into police vehicles and then to safety. The training also included emergency Code 3 driving (red lights and sirens) on the street and on freeways.

In Fall 2019, the Department conducted pursuit broadcast training. This training is not required or mandated by the State or POST. The four-hour training consisted of one hour classroom session and three hours of driving. The classroom portion reviewed the pursuit policy, the biased based policing policy, Senate Bill 719 (Pursuit policy attestation), and training on pursuit intervention techniques. The training was conducted on Burbank streets, the Interstate 5 Freeway, the Burbank Airport and the Starlight bowl parking lot. No training sessions were adjusted or cancelled due to fog or rain. All the vehicles used during the training were current police vehicles (Explorers) from the fleet.

The Department has several policies which ensure that members safely operate Department vehicles. The policies cover vehicle maintenance, vehicle pursuits, officer response to calls, Code-3 operations, and safety belt usage. Even with all the above measures, the Department has averaged about 26 vehicle collision per year. 2018 was the highest collision year with a total of 36 accidents. A review of the nature of accidents revealed that the majority were preventable. It should be noted that 33 of the 36 accidents were at low speed resulting from actions such as backing into objects or cars, striking the curb or side-swiping cars during turning movements. Only one accident was due to speed for a back-up response and two accidents were the result of citizens damaging stopped/parked police vehicles. In 2019, two stopped or parked police vehicles were damaged by citizens, one accident was from high speed driving during training, and the rest were from low speed driving by officers. There were no accidents from vehicles operating Code 3 with lights and sirens.



In 2019, the Department took a more focused effort on preventing vehicle accidents to include research into driving simulators or outside training for realistic driving scenarios. The associated cost was exorbitant with a price tag of over \$250,000 each year, taking into account location limitations, instructors and overtime. The Department further pursued opportunities for other cost effective options to provide the necessary training. This effort culminated into a review of Virtual Reality (VR) options. Law enforcement agencies are increasingly recognizing the need to incorporate VR technology into their training regimen, ranging from driving options to tactical operations. VR has demonstrated its ability to transform and drive results in the learning and training arena. From traditional classroom environments to extreme training situations, VR has the potential to reduce investment costs and increase enrichment across a range of industries. Considering the challenges associated with the VR options evaluated, it was the Department's determination that this type of training, as currently offered on the market, has not achieved the necessary components appropriate for realistic law enforcement training purposes.

In 2019 to date, there has been a 30% overall reduction in police vehicle collisions from 36 in 2018 to 25 in 2019. Preventable driving accidents decreased from 26 in 2018 to 16 in 2019. The campaign for safer driving will be continued into 2020 by providing more time during EVOC training for visibility, awareness and safer turning movements.

### **Investigation / Review Process**

When a member is involved in an on-duty traffic collision, a Supervisor (Sergeant) immediately responds to the scene. An uninvolved officer also respond to the scene to investigate the traffic collision (preferably a Motor Officer due to their specialized training in vehicle accident investigations). The Sergeant contacts all parties involved, inquires whether there are any injuries, and ensures medical aid is provided to anyone injured. The Sergeant interviews everyone involved in the traffic collision, including the officer, citizen involved, and any potential witnesses. The Sergeant also ensures the vehicles involved, and scene are photographed. Immediate notification is also made to the Command Staff.

Once the on-scene investigation is completed, the Sergeant is responsible for completing a Traffic Collision Investigation Memorandum. The memorandum includes a summary of the incident, description of property damage, description of injuries, statements by the individuals involved, and any videos or photographs taken or obtained from the scene. The Sergeant includes a recommendation as to whether the accident was deemed preventable or non-preventable. The memorandum also notes if there was a policy violation associated with the traffic collision. The memorandum is then forwarded for a Watch Commander Review by the Lieutenant in charge of the watch. Further review is conducted by the Captain and Deputy Chief who will determine the appropriate discipline.

### **Disciplinary Process**

The level of discipline ranges from verbal counseling to potential termination. The following is a general list of possible discipline:

- Verbal counseling
- Comment card entry

- Remedial training
- Written reprimand
- Suspension
- Termination

Factors taken into consideration when determining the level of discipline are based on the following:

- Driving history of the member (previous preventable collisions).
- Severity of traffic collision (physical injuries and property damage).
- Whether the traffic collision is deemed preventable or non-preventable.
- Whether Department policy was violated by the member.

Almost every officer involved in a preventable vehicle accident receives some level of discipline. Officers with a history of multiple driving infractions receive heavier levels of discipline and/or remedial training. In 2018, the discipline for the 26 preventable accidents comprised of 16 Comment cards, 1 – remedial training and Comment Card, and 8 verbal counseling. One incident with a minor dent to the rear bumper received no recommended discipline action. In 2019, the discipline for the 18 preventable accidents comprised of 13 Comment Cards, 3 – no further action - 1 verbal counselling, and 1 - Internal Affairs investigation and suspension. When the level of discipline is greater than a Written Reprimand, the Department refers the case through the City's Discipline Committee that consists of staff from Management Services and the City Attorney's Office to ensure that the penalty is consistent with City-wide practices.

#### Conclusion

It is inevitable, given the nature of the services provided, that Officers will likely get involved in collisions during the course of their duties. However, the Department takes each vehicle collision seriously as it could potentially affect lives for the officers and citizens, impose a significant cost to the City relative to repair or replace vehicles or damaged property, liability and/or likelihood of litigation. With every collision, the vehicle is taken out of service rendering a further inconvenience to the Department in the provision of first responder services. It is the goal of the Department to continue the safe driving campaign and eliminate preventable traffic collisions by providing more time during training for visibility, awareness and safer turning movements.





**November 20, 2019**

A regular meeting of the Burbank Police Commission was held in the Council Chamber of City Hall, 275 East Olive Avenue, on the above date. The meeting was called to order at 1800 hours by Commission Vice Chair Kobaissi.

**CALL TO ORDER**

Present: Commissioners Chapman, Cohen, Elman, and Kobaissi

Also Present: Chief LaChasse, Deputy Chief Albanese, Captain Cremins and Irving, Police Administrator Wilson, Sergeant Green, and Executive Assistant Nakamura (Liaisons Frutos and Springer)

**FLAG SALUTE**

The flag salute was led by Commissioner Chapman.

**COMMISSION ANNOUNCEMENTS AND REPORTING OUT BY COMMISSION SUBCOMMITTEES**

Commissioner Chapman was present for the unveiling of the Department's pink vehicles for Breast Cancer Awareness month.

Commissioner Cohen congratulated Detective Kay, the Detective Bureau, and the Department on solving a cold case from the 1980's using DNA.

Commissioner Kobaissi attended Family Fun Day.

**ORAL COMMUNICATIONS**

None

**RESPONSE TO ORAL COMMUNICATIONS**

None

**APPROVAL OF MINUTES FROM AUGUST 21, 2019**

A motion was made by Commissioner Cohen, with a second by Commissioner Chapman, to approve the minutes of the August 21<sup>st</sup> meeting. Approved by consensus.

**ITEMS OF BUSINESS**

**1. Presentation and discussion on trends in Internet Crimes**

Sergeant Turner is the supervisor of the Juvenile Detail and, on a collateral basis, oversees the High Tech Crimes (HTC) unit. The unit has three Detectives responsible for forensic search and recovery of evidence from electronic devices, mainly computers and cell phones.

The Department has been a member of the Internet Crimes Against Children (ICAC) Task Force since 2014. ICAC is a national network of federal, state, and local agencies represented on this task force, which provides training, specialized support, and equipment to assist with investigations.

HTC is both proactive (undercover chats) and reactive (investigating cyber tips) in the scope of its responsibilities.

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**2. Presentation and discussion regarding the expansion of the volunteer program**

Sergeant Green, who oversees the volunteer program, addressed expanding our program similar to that described in the July 2019 Los Angeles Times article on the LAPD's deployment of volunteers in a law enforcement capacity in the field.

The Department currently has 21 volunteers, 5 of whom are Police Chaplains. The Department's current focus is to actively recruit volunteers with law enforcement career interests or have specialized skills to be utilized within the Department.

While the Department will continue to look for opportunities to expand the roles of volunteers, there are no current plans to place volunteer in field operations due to requirements for dedicated staffing for training and supervision, and the need to have discussions about liability issues.

Commissioner Elman stated he understands the safety and liability issues, but speeding is a major complaint in the City and another set of eyes would benefit enforcement efforts. He requested that the Department contact the LAPD Commanders listed in the article to discuss the pros and cons of their program.

**3. Recurring discussion – Conducting a Community Forum in the community**

Commissioners deliberated about the focus of and attracting citizens to the Community Forum. The topic of school safety would be a timely topic of concern to many residents. Chief LaChasse stated Fire and Police personnel will meet to review lessons learned from the shooting at Saugus HS, and brief the School District. A community Forum may be the natural progression from that meeting. Commissioners will await an update from the Chief.

**4. Debrief on attendance to the NACOLE Conference (September 22-26, 2019, in Detroit, MI)**

Commissioners Kobaissi and Elman attended the conference and thanked the City and Department for the opportunity to go. Both agreed there were great presenters and informative training, even though much of the training is not applicable based on the structure of our Commission. It was notable that the majority of Police Commissions in attendance were created in response to a crisis situation requiring outside oversight. It was reassuring to see that the issues facing other agencies across the country are not faced here at the BPD.

**5. Announcements by the Police Chief – brief announcements regarding upcoming events and/or items of note related**

12/7 Police Explorer graduation  
12/11 Heroes and Helpers shopping event at Target  
12/14 BPOA Holiday Event

Chief acknowledged the efforts of Detective Kay and the entire Investigation Bureau, in partnership with other agencies, to solve the June 1986 cold case utilizing DNA geneology.

**FINAL PERIOD OF PUBLIC COMMENTS**

None

**RESPONSE TO ORAL COMMUNICATIONS**

None

**INTRODUCTION OF AGENDA ITEMS FOR FUTURE MEETINGS**

Commissioner Elman requested a presentation of the results of the CALEA survey.

Commissioner Kobaissi suggested that the Commission ask the City Council for direction on any issues/topics they would like the Commission to investigate further in their capacity. Chief LaChasse suggested a Commissioner attend a Council meeting and during public comment, ask for their recommendations. Commissioner Elman volunteered to appear before Council.

**NEXT MEETING DATE**

The next scheduled meeting of the Police Commission is Wednesday, January 15, 2020, at 1800 hours.

**ADJOURNMENT**

There being no further business to come before the Commission, the meeting adjourned at 6:35 pm.

Robert Cohen, Secretary  
Burbank Police Commission

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