

# City of Los Alamitos

## Agenda Report Consent Calendar

December 16, 2013  
Item No: 8M

**To:** Mayor Warren Kusumoto & Members of the City Council  
**Via:** Bret M. Plumlee, City Manager  
**From:** Todd Mattern, Chief of Police  
**Subject:** Team Building Workshop for Police Management Team

**Summary:** This report seeks City Council authorization for police management to participate in a Peace Officer Standards and Training (POST) sponsored Team Building Workshop.

### Recommendation:

1. Authorize the Police Department's Management Team to participate in a Team Building Workshop; and,
2. Appropriate \$5,500 to account 10.521.5208 and increase the projected revenue for from POST reimbursements in account 10.4301 by \$5,500 for a net impact of zero on the overall budget.

### Background

The Commission on Peace Officer Standards and Training sponsors Team Building Workshops to assist law enforcement agencies with problem solving, developing organizational goals and facilitating team building. These workshops consist of three phases. The first 8 hours includes a needs assessment and the establishment of a workshop agenda by the facilitator. This is followed by an off-site, 24-hour workshop, which includes the development of an action plan and requires participation by the police department's entire management team. The final phase of the TBW is a follow-up evaluation to ascertain if the workshop goals have been successfully incorporated into an Action Plan. POST authorizes police departments to participate in Team Building Workshops once every two years.

To facilitate its Team Building Workshops, POST provides agencies with a list of authorized presenters. Police departments can assess the resumes of these facilitators to determine which best meets the needs of the organization. For an agency to be

eligible for POST reimbursement of the \$5,500 facilitator fee, the presenter must be selected from the approved list and the agency must have applied for and been pre-approved by POST for participation in the workshop.

## Discussion

The Los Alamitos Police Department has not participated in a Team Building Workshop since 2004. Both the police chief and captain were promoted to their current assignments, and four sergeants joined the police management team after the last Team Building Workshop. Prior to the economic downturn, the Los Alamitos Police Department participated in Team Building Workshops on a regular basis as authorized by POST; however, this item was eliminated from the budget because, at that time, it was not considered a core service or essential need.

A Team Building Workshop would be used to construct a strategy to enhance organizational stability with consideration to on-going budgetary constraints, City Council goals, and community expectations. With 50% of the existing management team being eligible to retire in the next 5 to 7 years, coupled with anticipated normal attrition, the development of sound strategic plan is critical to the long-term stability of the organization. The development of a cohesive operational plan including long-term goals will establish the foundation for staff development in preparation for the department's future challenges and staffing changes.

The Los Alamitos Police Department has applied for and been approved by the Commission on POST for a Team Building Workshop in Fiscal Year 2013-14, and tentative dates in March have been established.

## Fiscal Impact

Although the net impact on the budget is zero, the Team Building Workshop will require an appropriation of \$5,500 in account 10.521.5208 and an increase in projected revenue in the same amount in account 10.4301. POST will reimburse the City for this cost following the submittal of the Action Plan. Travel and subsistence for participants are reimbursed under POST Plan IV and are included in the budget for Fiscal Year 2013-14.

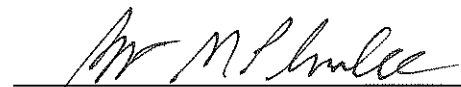
Submitted By:



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Todd Mattern  
Chief of Police

Approved By:



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Bret M. Plumlee  
City Manager

*Attachments: None*