

Per California Code of Regulations, title 2, section 548.5, the following information will be posted to CalHR's Career Executive Assignment Action Proposals website for 30 calendar days when departments propose new CEA concepts or major revisions to existing CEA concepts. Presence of the department-submitted CEA Action Proposal information on CalHR's website does not indicate CalHR support for the proposal.

**A. GENERAL INFORMATION**

1. Date

7/6/2018

2. Department

California Exposition and State Fair

3. Organizational Placement (Division/Branch/Office Name)

Executive / Law Enforcement / Police Department

4. CEA Position Title

Chief, Law Enforcement and Security

5. Summary of proposed position description and how it relates to the program's mission or purpose. (2-3 sentences)

The CEA will develop, implement, and execute all facets of code of conduct, rules, policy, laws, general orders, and tactical command as they pertain to the successful operation of a police department. The CEA will focus on strategy designed to keep order and preserve the peace at Cal Expo year round. The CEA will also deploy safety related programs, enforcement training, and be expected to participate in law enforcement duties as needed on the grounds.

6. Reports to: (Class Title/Level)

CEO General Manager, Board Appointee

7. Relationship with Department Director (Select one)

- Member of department's Executive Management Team, and has frequent contact with director on a wide range of department-wide issues.
- Not a member of department's Executive Management Team but has frequent contact with the Executive Management Team on policy issues.

(Explain):

8. Organizational Level (Select one)

- 1st
- 2nd
- 3rd
- 4th
- 5th (mega departments only - 17,001+ allocated positions)

## B. SUMMARY OF REQUEST

9. What are the duties and responsibilities of the CEA position? Be specific and provide examples.

This position is to be responsible for designing, organizing, and implementing the infrastructure of the police department. Included is the conception, review, revision, and implementation of changes and additions to rules, laws and policy as it pertains to a staff of sworn officers and the public; in addition the review of all reports, written correspondence, citations, arrests, arrest reports, publications, general orders and ensuring compliance with State Law and Peace Officer Standards and Training (POST) is required. The initiation and oversight of every aspect of internal affairs investigations is included. The incumbent will provide direction for the Security Guards and Seasonal Security staff. The security team supplements the Sworn staff by facilitating proper credential entry into the facility, securing facility buildings, writing reports and conducting inspection of building for proper operation before and after events. This position will also have to coordinate, cooperate, and provide operations plans with other Law Enforcement Agencies, Fire Fighters, and Emergency Response Teams when needed during times when Cal Expo serves as an evacuation center. The incumbent will attend meetings with Cal Expo management, including executives and Board of directors, citizens and supervisory staff from oversight agencies, business partners, and stakeholders such as the Sacramento District Attorney, Fire Marshall, Fire Fighters, POST Auditors, Emergency Response Teams, and all other law enforcement agencies as needed.

The CEA will be responsible to ensure POST compliance for the department and the sworn staff including maintaining all training records. The CEA will disseminate all rule and law changes affecting Cal Expo and the public as they change; the CEA will be responsible for timely responses to all legal/subpoena/public record act requests. The CEA will be required to testify on behalf of Cal Expo regarding arrests, cases in the court system, and other items.

The CEA will be responsible for the departments adherence to all MOU's as it pertains to department staff. The CEA will be responsible for the oversight of all ordering, purchasing, contracting, and maintenance of inventory, including weapons and vehicle fleet, and speciality peace officer items.

The CEA will be responsible for the oversight of staffing and scheduling appropriately for each event with regard to public safety.

The CEA will provide the CEO, executive staff, and the Board of Directors with information, analysis, alternatives, options, and recommendations upon which to base policy, legislative and organizational decisions. This position is the second highest organizational level and is a member of the executive staff.

The CEA will have the most significant impact on public safety within the Agency and achieving department mission and the operational future of the organization.

**B. SUMMARY OF REQUEST (continued)**

10. How critical is the program's mission or purpose to the department's mission as a whole? Include a description of the degree to which the program is critical to the department's mission.

- Program is directly related to department's primary mission and is critical to achieving the department's goals.
- Program is indirectly related to department's primary mission.
- Program plays a supporting role in achieving department's mission (i.e., budget, personnel, other admin functions).

Description: The proposed CEA is the most critical position with regards to Cal Expo's ability to operate safely, including public safety and successful emergency response strategies. Cal Expo is self funded and the police department operates with the largest budget at the Agency, however, generates virtually no income for Cal Expo. The appropriate oversight of this department is integral for Cal Expo to continue to operate within the community. The CEA must maintain and forge successful relationships within Cal Expo and the community to operate fluidly behind the scenes at every event even when a visible police force presence is not necessary.

The prosperity and public trust of Cal Expo is a fundamental component to the success of Cal Expo and its mission. The unification of teams, dedicated to a safe and rewarding year-round event environment is integral for the continued operation of Cal Expo.

**B. SUMMARY OF REQUEST (continued)**

11. Describe what has changed that makes this request necessary. Explain how the change justifies the current request. Be specific and provide examples.

This change is coming about based on the Cal HR class consolidation project which determined that our Chief of Police position was being eliminated for Cal Expo. It was determined that Cal Expo did a footnote 24 which eliminates the position after it is vacant and the position was eligible to be a CEA thereafter.

### **C. ROLE IN POLICY INFLUENCE**

12. Provide 3-5 specific examples of policy areas over which the CEA position will be the principle policy maker. Each example should cite a policy that would have an identifiable impact. Include a description of the statewide impact of the assigned program.

The CEA will ensure appropriate facilitation of emergency response on the grounds when necessary. This will include the strategic and tactical response of deploying and using a well trained staff of officers to mitigate incidents that could impact public safety. The incumbent for this position must be up to date on training, emergency planning, and oversight of operations. To be successful the CEA will need to be current on rules, laws, policy, ordinances, and statues pertaining to our land and specific to each event. The successful incumbent will need to have a current/valid executive (or managerial) level POST certification.

The CEA will need to be responsible for ensuring that POST standards are met by applicants and maintained throughout employment with Cal Expo. There exists a strict standard of arrest training, range qualification, evidence logging, chain of custody, official report writing, etc., that must be met in order to be effective and ensure arrests are legally sound to avoid civil action and violation of individuals rights. The POST standards are the minimum that must be adhered to, the CEA will need to determine, based on the operation of Cal Expo if additional oversight or agency policy should be created to best ensure compliance and a focus on safety.

The CEA will need to be aware and able to help facilitate and execute, with little notice, the agencies readiness to serve as an emergency shelter in a time of crisis. This requires excellent communication and the ability to readily call people to action and provide detailed, concise instruction as to how to fill the need when the community is in distress. There are written protocols that need to be monitored, updated, and distributed regularly to the affected personnel at Cal Expo. In addition there are protocol for hosting each event which is distributed, on a smaller scale to the appropriate partner agencies as needed.

**C. ROLE IN POLICY INFLUENCE (continued)**

13. What is the CEA position's scope and nature of decision-making authority?

The CEA will have total and full decision making authority as it pertains to rules, laws, policy, regulations, codes, etc., that are applicable to the focus and scope of the police department. The CEA will work in conjunction with appropriate department staff, stakeholders, executives, and directors, to ensure the needs of Cal Expo are being met and that we are working harmoniously with the law enforcement and safety agencies that we partner with at various times throughout the year.

14. Will the CEA position be developing and implementing new policy, or interpreting and implementing existing policy? How?

The CEA will be both developing and implementing and interpreting and implementing existing policy. There are law, ordinances and statues that will be reviewed as needed or changes occur and interpreted and applied to Cal Expo. There will also be the need to add to, clarify, or write general orders or Cal Expo policy that will detail how scenarios will work at Cal Expo. The ability to write, interpret, and teach down all the rules and polices as they apply to POST trained officers is a unique skill set that has significant safety and legal ramifications if not done well.