



OFFICE OF PROFESSIONAL STANDARDS

Laura Palinkas, Interim 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.*

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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 complainant and any potential witnesses are interviewed, and the assignment and duty reports of the Officer(s) involved, as well as all relevant documentation, are reviewed. The Officer(s) involved is required to respond to the allegations contained in the complaint.

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.

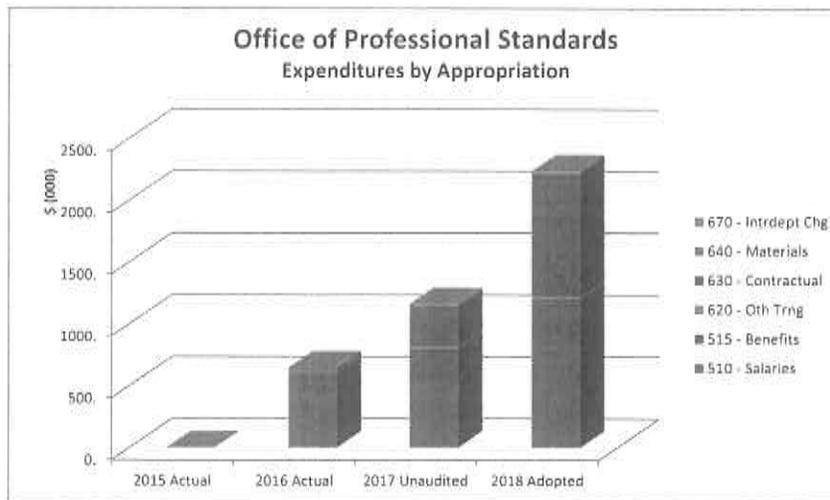


OFFICE OF PROFESSIONAL STANDARDS

Expenditures

	2015 Actual	2016 Actual	2017 Unaudited	2018 Budget
<b>Salaries and Wages</b>				
Full Time Permanent	\$ —	\$ 450,009	\$ 556,090	\$ 835,426
Longevity	—	1,275	2,650	2,650
Overtime	—	3,020	1,491	5,000
	<b>\$ —</b>	<b>\$ 454,304</b>	<b>\$ 560,231</b>	<b>\$ 843,076</b>
<b>Benefits</b>				
Hospitalization	\$ —	\$ 71,275	\$ 120,012	\$ 174,674
Prescription	—	15,878	21,031	35,832
Dental	—	3,369	5,775	9,777
Vision Care	—	372	592	897
Public Employees Retire System	—	58,075	79,366	119,488
Fica-Medicare	—	6,311	7,763	12,225
Workers' Compensation	—	—	11,824	7,420
Life Insurance	—	218	339	690
	<b>\$ —</b>	<b>\$ 155,498</b>	<b>\$ 246,701</b>	<b>\$ 361,003</b>
<b>Other Training &amp; Professional Dues</b>				
Travel	\$ —	\$ 9,821	\$ 7,986	\$ 8,100
Tuition & Registration Fees	—	1,170	1,488	3,000
Training	—	2,240	500	3,500
Professional Dues & Subscript	—	400	700	400
	<b>\$ —</b>	<b>\$ 13,631</b>	<b>\$ 10,674</b>	<b>\$ 15,000</b>
<b>Utilities</b>				
Steam	\$ —	\$ —	\$ 17,432	\$ 24,000
	<b>\$ —</b>	<b>\$ —</b>	<b>\$ 17,432</b>	<b>\$ 24,000</b>
<b>Contractual Services</b>				
Professional Services	\$ —	\$ 16,244	\$ 325,515	\$ 998,173
Parking In City Facilities	—	700	700	700
	<b>\$ —</b>	<b>\$ 16,944</b>	<b>\$ 326,215</b>	<b>\$ 998,873</b>
<b>Materials &amp; Supplies</b>				
Office Supplies	\$ —	\$ —	\$ —	\$ 500
Computer Hardware	—	—	270	—
Food	—	(126)	—	—
Just In Time Office Supplies	—	1,625	795	1,200
	<b>\$ —</b>	<b>\$ 1,499</b>	<b>\$ 1,065</b>	<b>\$ 1,700</b>
<b>Interdepart Service Charges</b>				
Charges From Telephone Exch	\$ —	\$ 2,506	\$ 9,724	\$ 8,929
Charges From Print & Repro	—	815	2,205	2,519
Charges From M.V.M.	—	2,864	6,102	5,380
	<b>\$ —</b>	<b>\$ 6,185</b>	<b>\$ 18,031</b>	<b>\$ 16,828</b>
	<b>\$ —</b>	<b>\$ 648,062</b>	<b>\$ 1,180,348</b>	<b>\$ 2,260,480</b>

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COMPARISON OF STAFFING LEVEL

Budget 2017	No. of Employees		Position	Salary Schedule	
	Budget 2017	December 2017		Budget 2018	Minimum
<b>ADMINISTRATORS &amp; OFFICIALS</b>					
1	1	1	General Manager of Administrator Services	26,273.96	100,653.14
1	1	1			
<b>ADMINISTRATIVE SUPPORT</b>					
1	0	1	Chief Clerk	22,050.00	52,504.47
1	0	1			
<b>PROFESSIONALS</b>					
1	0	1	Administrative Manager	27,193.55	115,424.36
6	6	8	Office of Professional Standards Investigator	20,092.80	55,191.48
1	1	1	Office of Professional Standards - Research/Analyst	20,092.80	55,191.48
0	0	1	Office of Professional Standards - Senior Investigator	28,000.00	85,000.00
0	0	1	Project Coordinator	27,325.56	99,702.63
8	7	12			
10	8	14	<b>TOTAL FULL TIME</b>		
10	8	14	<b>TOTAL DIVISION</b>		

