



# City of Culver City

Mike Balkman Council  
Chambers  
9770 Culver Blvd.  
Culver City, CA 90232

## Staff Report

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File #: 21-129, Version: 1

Item #: C-7.

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**CC - 1) Approval of a Five-Year Agreement with G4S Secure Solutions (USA) Inc. to Operate and Manage the Culver City Jail in an Amount Not-To Exceed \$2,095,548.00; and 2) FOUR-FIFTHS VOTE REQUIREMENT: Approval of a Related Budget Amendment in the Amount of \$388,116.00 to Increase the Funds Available for Jail Management and Operation Services .**

**Meeting Date:** August 10, 2020

**Contact Person/Dept:** Lieutenant Luis Martinez/Police Department

**Phone Number:** (310) 253-6251

**Fiscal Impact:** Yes ☒ No ☐

**General Fund:** Yes ☒ No ☐

**Public Hearing:** ☐ **Action Item:** ☒ **Attachments:** ☒

**Commission Action Required:** Yes ☐ No ☒

**Public Notification:** (E-Mail) Meetings and Agendas - City Council (08/05/2020);

**Department Approval:** Acting Police Chief Manny Cid (07/29/2020)

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### **RECOMMENDATION**

Staff recommends that the City Council (1) approve a five-year agreement with G4S Secure Solutions (USA) Inc. to operate and manage the Culver City Jail in an amount not-to-exceed \$2,095,548.00; and 2) approve a related budget amendment in the amount of \$388,116.00 to increase funds available for Jail Management and Operation services (**budget amendment requires four-fifths vote**).

### **BACKGROUND/DISCUSSION**

The Culver City Police Department maintains a *Type 1 Jail* facility, with 30 beds, capable of serving as a local detention facility used for the detention of persons for not more than 96 hours after arrest/booking. The facility may also detain persons on court order, either for their own safekeeping, or sentenced to a City Jail as an inmate worker.

Type 1 Jail facilities are governed by the California Board of Corrections and Title 15 of the California Administrative Code, which set forth minimum standards for local detention facilities. These minimum standards include always having at least one jailer on duty, who shall be immediately

responsible for the health, safety, liberties, and rights of all inmates. The jailer has primary responsibility for the reception, booking, processing, custody, and welfare of all persons arrested and booked into the Department's Jail. The jailer is also responsible for the transportation of inmates for court appearances.

**Staffing** - Currently, the Department's Jail averages about 120 bookings/inmates per month. The jail is currently staffed with three (3) jailers (Full-time City employees), each working 12-hour shifts. One of the three Jailers is classified as the Senior Jailer. As currently constructed, the Department's Jail facility has enough staffing for one jailer to be scheduled 24 hours a day for six days a week. On the seventh day, the jail is left unstaffed for a six- hour period. The unstaffed period is typically left to be covered by the on-duty Watch Commander or Desk Officer.

In addition, any vacations, sick days, training, or leave of absences by jail staff also results in the jail being unstaffed for various periods of time. Jailers are Culver City Employees Association (CCEA) employees and, as such, are granted twelve (12) holidays a year. On these twelve (12) days a year, the jail facility also goes unstaffed, again leaving the on-duty Watch Commander or Desk Officer to cover the jail responsibilities during these vacancies. As previously mentioned, jailers are also responsible for transporting inmates to court facilities and County Jail facilities. Department Jailers do not currently conduct transportation details to other law enforcement agencies. These inmate transports typically occur daily during the week, again resulting in the jail facility being left mostly unattended for periods of the day/night while the jailer is out in the field completing the transportation details. These unattended periods can range from one to three hours a day on average.

In addition, during the absences of a Jailer in the jail facility, Officers are forced to conduct their own booking and processing of prisoners. This ultimately causes our Patrol Officers to stay out of the field a prolonged duration of time dealing with the intake and reception of prisoners, adversely impacting Department patrol operations.

**Supervision**- Although the Culver City jail is in operation 24 hours per day, 7 days per week (24/7), it is only led by one Senior Jailer, who oversees the jail. The Senior Jailer works Monday-Wednesday from 4:00am to 5:00pm. As such, the jail is without direct supervision most of the time. This is below industry standards and quality control best practices.

**Policies and Procedures**- The Culver City Police Department Basic Jail Manual contains 259 pages of policies and procedures specific to Jailers, emergency planning, inmate management and medical/mental health to name a few. The Culver City Police Department Policy Manual contains 9 additional pages covering custodial searches and the Prison Rape Elimination Act (PREA).

**Training**- Current employed jailers attended a six-week Detention Officer Academy class, typically held at the LAPD Ahmanson Training center in Westchester, CA. In addition, they all receive 24 hours of annual Standards and Training for Corrections (STC) training to ensure that their skills are kept current.

### **California Board of State and Community Corrections Inspection**

In 2018, as well as in 2016, the California Board of State and Community Corrections (BSCC) conducted their biennial inspection of the Culver City Police Jail facility, as required by law. The inspection consisted of a review of policies, procedures, facility compliance, and staffing. During the

inspection process, some concerns were raised regarding the staffing levels of our jail facility. In short, the fact that our jail facility is intermittently left directly unsupervised by a properly trained jailer is “not acceptable.” As previously detailed, the Department’s Jail facility is intermittently directly unsupervised during the following instances:

- During one unscheduled six (6) hour period every Sunday, due to staffing levels
- During jail staffs’ vacations, sick days, and other absences
- During jail staffs’ twelve (12) holidays a year
- During inmate transportation details, conducted by jail staff on a nearly daily basis

As a result, BSCC’s inspection report stated the facilities staffing was not acceptable and that in the absence of available trained staff, the jail should be closed, and all inmates transferred to a county facility. The BSCC Biennial Inspection Report is attached to the staff report as Attachment 1.

Based on BSCC’s inspection, as well as an internal review of the Department’s Jail staffing levels and their impact on the effectiveness and efficiency of the jail facility, the Department, began to explore various options to correct the deficiency.

### **Agency Survey Results**

The following is a list of similar sized police agencies, who maintain a Type 1 Jail facility, and their current staffing levels. All the cities surveyed above, maintain staffing levels which allow for the scheduling of two jailers on duty at most times, and never less than one jailer on duty in the jail at all times. These are approximate numbers for 2019.

City	Staffing	Bookings per mo.
Beverly Hills	contract	70
Santa Monica	14 full-time	300
Hawthorne	10 full-time	100
Torrance	15 full-time	250
Whittier	contract	100
Azusa	contract	70
Buena Park	contract	300
Costa Mesa	contract	400
Alhambra	contract	100

The City issued a Request for Proposals (RFP) in June 2020 for Jail Operations and Management Services. The RFP notification list included 56 vendors across various corrections, management and security categories. While original interest of 15 firms registered for the proposal opportunity on the City’s PlanetBids website, due to the specialized nature of the service and qualified vendors within the region, the City received only one proposal at the time of closing from GS4 Secure.

Staff has reviewed the proposal from GS4 Secure and determined the proposer meets a satisfactory level of performance in accordance with the City’s requirements.

### **G4S Secure Solutions (USA) Inc.**

G4S provides Custody Officer service support to 16 Southern California Police Departments throughout Los Angeles, Orange and Riverside County. Their longest local partnership dates to 1992 with the City of Irvine and the Irvine Police Department. Like other departments, their primary objective for the City of Culver City is to deliver on our service commitment of providing highly qualified and trained personnel for the day to day operation of the Culver City Police Department jail. This objective includes the following goals that comprise their overall solution:

- Providing comprehensive and documented background checks for approved officers that meet or exceed all background check requirements. G4S's Proposal of Services is attached to the staff report as Attachment 2.
- Provide 172 hours of Standards & Training for Corrections (STC training), including annual refresher training. Training for all Custody Officers to operate in a Type I Jail Facility including Title 15, Article 3, Training, Personnel and Management, Section 1020 and Section 1021.
- Provide 40 hours of G4S mandated internal classroom training for all Custom Protection Officers and 80 hours of on the job training for all assigned officers.
- Operate in compliance with State statute 6031.6 CPC mandating operational procedures for privately operated jail facilities.

Contracting with G4S to fully staff and manager our Jail facility will immediately bring our jail staffing to the appropriate minimum levels, maximizing the effectiveness and efficiency with which our jail facility operates, in accordance with best practices, as well as minimizing liability to the City.

The following is a description of services that can immediately be implemented:

- Fulltime jail facility coverage, 24 hours a day, 365 days a year
- Full-service jail personnel, which significantly reduces the amount of time Police Officers spend conducting Jailer responsibilities in the absence of a Jailer
- Guaranteed coverage, without concern of employee holidays, vacation, or sick leaves
- Experienced and quality personnel, fully vetted and properly trained to operate a Type 1 Jail facility
- Eliminate hiring and training costs as it relates to the jail staff
- Reduce management hours and resources spent on managing jail staff
- Provides a significant initial and ongoing cost savings for the City (compared to the City hiring four additional Jailers at an additional salaries and benefits cost of \$397,750 per year and \$10,000 for uniforms, supplies and equipment and required training for a total staffing of eight Jailers/City employees).

### **FISCAL ANALYSIS**

The first-year cost is \$388,116.00. A budget amendment in the amount of \$388,116.00 is requested from the General Fund Reserves to Other Contractual Services (Acct# 10140200.619800). Funding for future fiscal years will be requested during budget adoption. **A budget amendment requires a four-fifths vote.**

## **ATTACHMENTS**

1. 2020-08-10\_ATT - California Board of State and Community Corrections (BSCC) Biennial Inspection Report
2. 2020-08-10\_ATT - G4S Secure Solutions (USA) Inc. Proposal of Services

## **MOTION**

That the City Council:

1. Approve a five-year agreement with G4S Secure Solutions (USA) Inc. to operate and manage the Culver City Jail in an amount not-to-exceed \$2,095,548.00; and
2. Approve a budget amendment in the amount of \$388,116.000 from General Fund Reserves to Other Contractual Services (Acct# 10140200.619800) (A budget amendment requires a four-fifths vote); and
3. Authorize the City Attorney to review/prepare the necessary documents; and
4. Authorize the City Manager to execute such documents on behalf of the City.