

CapMetro

Public Safety Update

March 7, 2024

Transit Police Dept Timeline with TCOLE Items

Title	Start Date	Target Date
Pre-TCOLE Policies & Community Engagement Process	2/14/24	4/23/24
Code of Conduct Policy	2/14/24	3/29/24
Policy Against Bias Based Policing	2/14/24	3/22/24
Organization Structure and Responsibility Policy	2/14/24	3/22/24
Family Disturbances Protective Orders Policy	2/21/24	3/29/24
Emergency Vehicle Operations Pursuits Policy	2/21/24	4/1/24
Property and Evidence Policy	2/28/24	4/9/24
Eyewitness Identification Policy	2/28/24	4/9/24
Missing Persons Policy	3/6/24	4/16/24
Supervision of Part-Time Officers Policy	3/6/24	4/16/24
Mission, Vision, Core Values, and LE Ethics Policy	3/13/24	4/23/24
Non-Policy Public Engagement Plan and Commitment	3/7/24	4/23/24
Dispatch - Public Safety Established at CTECC	2/20/24	2/20/24
TPD Facility - 8200 Cameron Road - Occupy - PAM2225	4/17/24	4/17/24
Finalized TCOLE Cert. Steps Completed & Documentation Submitted	4/23/24	4/23/24
TCOLE's Internal Process to Issue the ORI#	4/24/24	5/21/24
CapMetro TPD Has TCOLE ORI#	5/21/24	5/21/24
Continuing Community Engagement Process with Policy Development & Plan - Events 11-60	4/23/24	12/31/25
Marketing and Branding	7/27/23	9/3/24
Recruitment Process	5/22/24	1/30/25
Onboarding and Training	1/31/25	12/4/25
GATRRS Radios and Vehicles	10/1/24	11/7/25
Procurements - Non-Capital Equipment	5/22/24	3/25/25
Technology Projects	2/28/24	2/25/25

FY2024 Transit Police Budget

- **FY2024 Budget included some Capital and Operating dollars for Transit Police that have been deferred to FY2025 pending TCOLE certification and continued work to create the department.**

FY2024 Transit Police Budget

FY2024 Budget included some Capital and Operating dollars for Transit Police that have been deferred to FY2025 pending TCOLE certification and continued work to create the department.

FY 2024 Capital Budget

- Approved Budget: \$3,672,985
- Mostly one-time costs of building out the new police station and standing up technology

FY2024 Operating Budget

- Approved budget: \$978,623
 - \$867,823 (labor and benefits)
 - \$110,800 (supplies and travel)
- Includes 16 FTES, including 12 officers hired in July, travel for recruitment and training, and supplies
- FY2024 Forecast: \$582,000
 - Hiring of officers delayed until 2025

FY2025 by-Department budget proposals due internally as draft in mid-March.

Transit Police Commitment to Policy Development

- Transit Police Dept. Chief and team collaboration
- Compliance with state regulations and law enforcement standards
- Prioritization of TCOLE policies
- Collaboration with law enforcement policy entity

Transit Police Policy Development Process

- Law Enforcement entity provides a customizable policy
- Draft and review with executive and legal depts. to ensure alignment with CapMetro policies and Transit Police expectations
- Review by CapMetro Legal and leadership
- Community Engagement and feedback integration
 - Multi-week engagement process
 - Public Safety Advisory subcommittee
 - Integration of diverse perspectives
- Final Review and approval by CapMetro Legal and leadership

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PSAC Subcommittees Update

March 7, 2024

Subcommittees & Feedback Process

Edna Parra, Community Engagement and Involvement Manager

Peter Breton, Community Engagement Coordinator

Subcommittee Overview

Operations & Personnel

The Operations & Personnel Subcommittee generally receives information on the day-to-day, detailed items for the Public Safety Program's staffing and operations.

Example Topics:

- Annual Budget
- Job Descriptions
- Police Department Training
- Equipment & Facility

Community Engagement & Rider Experience

The Community Engagement & Rider Experience Subcommittee helps guide the overall strategy of Public Safety Engagement.

Example Topics:

- Potential Partnerships
- Public Awareness Campaign
- Event Visioning and Planning

Program Strategies & Policies

The Program Strategies & Policies Subcommittee generally receives high-level information about the Public Safety Program and provides feedback on policies and program strategy.

Example Topics:

- Recruitment Plan
- Policies
- Onboarding

How Does Community Fit In?

- **Advertising** – Help CapMetro connect with the community and share important updates on our Public Safety Program by sharing the news through personal networks.
- **Attending** – Join us to receive information on our ongoing programs as well as the formation of the transit police department.
- **Advising** – Share their unique perspective as community members and how the Public Safety Program can support a safer transit environment.

CAC Public Safety Workgroup

Engage:

- Join CapMetro at:
 - PSAC Meetings
 - Subcommittee Meetings
- Collaborate with CapMetro staff
- Direct CAC and community members to engage in the process

Identify:

- Items to be shared at CAC meetings
- Items for the community
- Stakeholders or community members that should be involved

Meeting Notification, Publicity, and Follow-Ups

- **Advance Notice:** Publicize meetings at least 2 weeks in advance through various channels including community boards, social media, printed materials, and email newsletters.
- **Reminder Communications:** Send reminders 1 week and then 24 hours before the meetings to engaged community members via email and social media to ensure maximum attendance.
- **Standard Engagement Platforms:** Utilize community forums, social media, and local gatherings to spread the word and encourage participation.
- **Feedback Mechanisms:** Provide multiple channels for feedback, such as digital or physical comment boxes, online tools, and dedicated feedback email addresses.
- **Post-Meeting Summaries:** Distribute a summary of the meeting's key points within 1 week of the meeting.
- **Action Item Tracking:** When meetings are part of a larger agency effort, publicly track and report on the progress of action items and decisions made during meetings to maintain accountability and transparency.

Community Engagement Process – Feedback

Internal Process			Public Process			Internal Process		Final**
Identify Potential Topics	Community Engagement (CE) Review	Prepare Online Platform and Meeting(s)	Launch Engagement Period	CE Reviews & Summarizes Feedback	Subcommittee Meeting	Internal Teams Summarize Feedback	Final Engagement Summary	“Final”
Identify potential topics for public review. This can involve assessing community needs and prioritizing current topics based on PSAC recommendations	Community Engagement reviews the topic and supporting documentation considering past feedback from the community and PSAC.	Community Engagement preps online platform for feedback, document sharing, and transparent communication. Schedule subcommittee meeting(s).	Community Engagement posts topics and supporting documentation online and communicates to the public about upcoming subcommittee meetings.	Community Engagement continuously reviews and synthesizes online feedback; replies and summarizes questions and adds trending questions to the FAQ.	Community Engagement preps for meeting with all teams and helps facilitate meeting logistics. Follow-ups and next steps are identified and documented.	CE, TPD, and Executive teams review all feedback and identify areas of concern, making appropriate changes throughout documents.	Community Engagement creates final engagement summary or report and ensures that the FAQ for each topic is updated.	“Final Draft” of supporting documentation and engagement report posted on webpage.
~ 1 week			~ 3 weeks					

Subcommittees - Timeline and Next Steps

- Subcommittee Meetings for Program Strategies & Policies
 - First Meeting on March 21 @ 5:00 PM
 - Policies being discussed:
 - Policy Against Bias-Based Policing
 - Organizational Structure and Responsibilities
 - Mission, Vision, Core Values and Law Enforcement Code of Ethics
- Future Meetings for Program Strategies & Policies
 - April 4
 - April 18