



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 8/14/2018

Agenda Placement: 6A

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: AMANDA GIBBS for Mary Butler - Chief Probation Officer
Probation
REPORT BY: Ferlyn Buenafe, Staff Services Manager - 707.253.4126
SUBJECT: Agreement with Robert Lougee

RECOMMENDATION

Chief Probation Officer requests approval of and authorization for the Chair to sign an agreement with Robert Lougee to provide firearms training, quarterly qualifications, act as the Range Master, and assist with the development of department policies related to the use of force and field activities for a contract maximum of \$47,280 per fiscal year for the term August 1, 2018 through June 30, 2019, with one (1) automatic renewal.

EXECUTIVE SUMMARY

As an armed Department, this Agreement will assist in the following areas: i) revising policy related to Use of Force to be consistent with the International Association of Police Chief's standards use of force; ii) reviewing field tactics specific to law enforcement standards to ensure compliance and mitigate liability, and iii) assisting with plans for simulator training and being on-site to review instructor training for compliance with standards in the Department's training modality.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Probation
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	It is not a requirement to have a Range Master however, the vendor will be

able to provide consultation related to the Department's arming/Use of Force program for tactics, policy and training to ensure compliance and mitigate liability.

Is the general fund affected? Yes

Future fiscal impact: Appropriation for the following fiscal year will be budgeted accordingly.

Consequences if not approved: If this Agreement is not approved, the Department may not be in compliance with policy and procedures and field tactics training necessary for armed officers.

Additional Information:

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

BACKGROUND AND DISCUSSION

All sworn, armed probation officers are required to qualify quarterly at a firing range. Additionally, armed officers require relevant, realistic, and regular training with their firearm as it is a perishable skill. Each qualification/training is a minimum of four (4) hours. The Consultant/Range Master will provide firearm qualification to armed staff, provide instruction including remedial instruction if required, develop lesson plans and training sessions, review department policies, procedures, laws, codes and other applicable regulations related to the use of force and ensure staff are knowledgeable in these laws, assist in setup and take down of the range, ensure safety on the range, remain current with best practices in armory operations, and provide the department with an evaluation of the use of force training and tactics including recommendations for additional training or policy revision.

The consultant is a certified Field Training Officer, has knowledge of local, state and federal regulations applicable to law enforcement firearms, is able to testify to his training and his experience bringing an additional level of credibility, certification and professionalism to the Department's program.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Leigh Sharp