

IPD Investigation Policy Recommendations Implementation Report			
Category	Recommendation	Governing Document(s)	Status Update
Facilities Maintenance/Construction Management	Codify the role of Municipal Services in administering all construction projects undertaken by City Departments.	City Code of Ordinances	Develop ordinance to amend City Code for City Council consideration.
	Ensure that Municipal Services has adequate staffing to oversee construction projects.	Annual Budget/Table of Organization	Determine number of Facilities Management personnel ideally needed and develop budget package for consideration by the City Manager.
	Adopt City policy to prohibit in-house renovations	Administrative Policies	Develop Administrative Policy for review and implementation.
	Develop and implement City policy for in-house labor for small projects that includes prior approvals of such projects by Municipal Services, Finance, and the City Manager.	Administrative Policies	Develop Administrative Policy for review and implementation.
	Establish standards for project documentation.	Administrative Policies	Develop Administrative Policy for review and implementation.
	Establish project requirements for when a comprehensive scope of work and schedule is to be required.	Administrative Policies	Develop Administrative Policy for review and implementation.
	Establish clear directives in written policies prior to initiating construction projects establishing a scope of work and schedule for every project cumulatively expected to total above X dollars.	City Code of Ordinances; Procurement Policy	Develop Ordinance to amend City Code as well as Procurement Policy updates for City Council consideration.
Procurement Training, Staffing, and Compliance	Amend City policy to implement a compliance program aimed at the City's procurement process, including provisions addressing oversight, audit, and sanction or discipline for failure to comply with the policy	City Code of Ordinances; Procurement Policy	Develop Ordinance to amend City Code as well as Procurement Policy updates for City Council consideration.
	Evaluate all City purchasing and procurement policies, particularly with respect to construction and renovation projects.	City Code of Ordinances; Procurement Policy	Develop Ordinance to amend City Code as well as Procurement Policy updates for City Council consideration.
	Adjust procurement staffing levels to ensure that necessary periodic audits of procurement and purchasing policies can be conducted.	Annual Budget/Table of Organization	Determine number of Procurement personnel ideally needed and develop budget package for consideration by the City Manager.
	Provide specialized annual training for all employees with financial oversight responsibilities.	Administrative Policies	Develop training.

Overtime	Consider posting amounts of overtime used by IPD personnel for observation and review.	Monthly Financial Reports	Determine process for tracking and implementing.
	Integrate Police overtime management, along with other departments, into a modern digital payroll system compatible with MUNIS, preferably accessible by employees via a smart phone application.	Software system implementation.	RFP for Timekeeping System Closes 9/23.
	Require approving supervisors to have personal knowledge of the time approved.	Administrative Policies	Develop Administrative Policy for review and implementation.
	Link overtime records to digital records further detailing the underlying work, such as duty reports and payroll records, enabling efficient audits.	Monthly Financial Reports	RFP for Timekeeping System Closes 9/23.
	Require IPD to articulate and implement steps for controlling overtime.	Police Department General Orders	Develop and issue memorandum outlining OT MOU implemented March 2022.
	Draft and implement a clear and consistent policy for overtime procedures for all City departments.	Personnel Policies & Procedures; Collective Bargaining Agreements	Seek City Council approval of FLSA changes for non-represented employees. Seek to revise provisions in CBA's at the time work agreements are due to be renegotiated.
	Determine whether overtime can be worked on days where personal leave has been submitted and implement policy accordingly.	Personnel Policies & Procedures; Collective Bargaining Agreements	Seek City Council approval of FLSA changes for non-represented employees. Seek to revise provisions in CBA's at the time work agreements are due to be renegotiated.
	Determine whether overtime can be used for non-Departmental work and implement policy accordingly.	Personnel Policies & Procedures; Collective Bargaining Agreements	Seek City Council approval of FLSA changes for non-represented employees. Seek to revise provisions in CBA's at the time work agreements are due to be renegotiated.
	Determine whether drive time, meal time and rest breaks may be included in overtime calculations and at what amounts and implement policy accordingly.	Personnel Policies & Procedures; Collective Bargaining Agreements	Seek City Council approval of FLSA changes for non-represented employees. Seek to revise provisions in CBA's at the time work agreements are due to be renegotiated.
	Explore viability of implementing hard overtime caps City-wide because failing to cap overtime can cause pension contributions to rise.	Personnel Policies & Procedures; Collective Bargaining Agreements	Seek legal opinion.
	Employ capabilities of the MUNIS and payroll systems to identify unexplained or unexpected trends in overtime usage for further review.	Administrative Policies	Develop Administrative Policy for review and implementation.
	Consider employing an independent entity or independent persons to regularly assess whether overtime is being worked and paid in compliance with policies and procedures. Make results available on a regular basis and provide explanations for any issues presented.	Administrative Policies	Develop Administrative Policy for review and implementation.

Police Officer Fatigue	Consider incorporating reasonable but mandatory rest between work periods (including secondary employment) to protect officers from fatigue and burnout issues.	FOP Collective Bargaining Agreement	Review current practices and determine appropriate standards.
	Discuss the effects of fatigue on police officers and encourage thoughtful discussion about this issue for the protection of the public and the dedicated police officers of the IPD.	Police Department General Orders	Meet with Command Staff and FOP Leadership to discuss.
Accrued Leave Usage	Collect and monitor data to determine how often compensatory time results in additional backfill overtime within the IPD.	Police Department General Orders	Review historical data to assess trend analysis.
	Pursue a City-wide policy to expressly prohibit an employee from submitting compensatory time in order to work overtime, resulting in triple compensation.	Personnel Policies & Procedures; Collective Bargaining Agreements	Policy approved by Personnel Board and schedule for City Council vote 9/19/22.
Pension Padding	Undertake a more thorough investigation into issues of pension padding in order to establish intelligent policy to address and mitigate this apparent large-scale liability.	Personnel Policies & Procedures; Collective Bargaining Agreements	Develop scope for internal audit and seek Audit & Finance Committee approval to launch audit. LAGERS official to present information at 9/26/22 Study Session.
	Seek to discern any other apparent methods for pension padding in addition to overtime.	Personnel Policies & Procedures; Collective Bargaining Agreements	Develop scope for internal audit and seek Audit & Finance Committee approval to launch audit. LAGERS official to present information at 9/26/22 Study Session.
	Examine the policies of other public entities to see if they have effectively addressed these issues.	Personnel Policies & Procedures; Collective Bargaining Agreements	Develop scope for internal audit and seek Audit & Finance Committee approval to launch audit. LAGERS official to present information at 9/26/22 Study Session.