

DISTRIBUTION DATE: 2/14/12**MEMORANDUM****TO:** HONORABLE MAYOR &
CITY COUNCIL**FROM:** Howard A. Jordan,**SUBJECT:** PARKING ENFORCEMENT**DATE:** February 13, 2012City Administrator
Approval*Deanna Jordan*

Date:

*2/13/12***INFORMATION**

On January 31, 2012, the City Council adopted a budget resolution that transferred the City of Oakland parking enforcement function to the Oakland Police Department (OPD). During that discussion, the City Administrator agreed to further assess the issue of what level of background investigation, if any, might be required as a result of the proposed move of the Parking Enforcement Division to the Oakland Police Department. The City Administrator indicated that an Information Memo would be forthcoming with the outcome of this review. Since that time, the Oakland Police Department and Office of Employee Relations have evaluated the background requirements.

At present, all OPD employees require a background check. This is required by statute, because all OPD employees have access to working spaces in which sensitive, law enforcement information can be viewed or retrieved. In order to fully integrate parking enforcement staff into OPD operations, each parking enforcement employee would require the lowest level background check (Level 3) – which entails a DOJ fingerprint check, a DMV report, and a check for warrants. During the initial discussions of reorganization, it was assumed that parking enforcement employees would undergo a minimum background check in order to fully integrate the parking function into the OPD and to appropriately manage risk.

Currently, Parking Enforcement employees do not undergo the minimum screening that a level three background check entails. However, Parking Enforcement employees are not required to access sensitive law enforcement data during the course of their work, nor do they have access to sensitive information. Since their vehicles are equipped only with radios, parking enforcement employees cannot access information about vehicles or individuals while they are in the field; since this would require a computer with secure access to a law enforcement database. Parking Enforcement employees cannot access law enforcement databases in their work spaces in Frank H. Ogawa Plaza; therefore, a Level 3 background check is not required for them to continue with their customary work, even if they are assigned to OPD. Please do not hesitate to contact me or LaWanna Preston if you have any questions or concerns.



Howard A. Jordan
Chief of Police