



Regular Council

AGENDA ITEM REPORT

To: City Council
Subject: Consideration of and Approval of the East Lansing Police Department DEI Training Proposal
Meeting: Regular Council - 15 Oct 2024
Department: Diversity, Equity and Inclusion
Staff Contact: Elaine Hardy, Director of Diversity, Equity and Inclusion

BACKGROUND INFORMATION:

Since 2020 the City of East Lansing has provided opportunities for staff to build capacity around diversity, equity and inclusion. The appended proposal and contract reflect the East Lansing Police Department's 2024 recommendations for DEI training.

This training aligns with the following State and Federal guidelines for:

- The Presidents Task Force on 21st Century Policing recommendations
 - Pillar 1- Building Trust and Legitimacy
 - Pillar 5- Training and Education.
- Michigan Association of Chiefs of Police mandated training for accreditation
- State of Michigan's mandated continuing education for police officers

The proposal outlines opportunities for four, 2 hour work sessions for the East Lansing Police Administration and Supervisory Command Staff; five, 2 hour work sessions for all sworn and non-sworn personnel, as well as a survey to inform the customized capacity building sessions.

Interim Police Chief Chad Pride, and DEI Director Elaine Hardy, consulted with the preferred vendor over the course of 18 months to determine the best strategy options and delivery of capacity building.

The attached proposal reflects the topics, session length, and mode of delivery-which is in person, were unanimously agreed upon by all parties.

FINANCIAL IMPACT:

\$50,000 reflects fees for agency wide survey and training for police administration and sworn and civilian personnel. The cost of this proposal is reflected in the FY 2025 DEI Budget

POLICY IMPLICATIONS:

This aligns with the Council's strategic priority for building good governance.

RECOMMENDATION:

Recommendation: To approve a contract with Jorge Zeballos and authorize the City Manager to sign, for police DEI training and the administration of an agency wide landscape survey.

ATTACHMENTS:

[ELPD DEI proposal \(revised\)](#)

[MCOLES New Professional Development Requirements for Sworn Officers](#)



DEI PROPOSAL

Prepared For :
Elaine Hardy, Director
City of East Lansing
DEI Department

Prepared By:
Jorge Zeballos



This proposal is submitted at the request of Elaine Hardy, Director of Diversity, Equity, and Inclusion, and its components were developed in conversation with Ms. Hardy.

GOALS

1. To assess the level of DEI knowledge in the employees of the Police Department
2. To build on the prior DEI work engaged by the City of East Lansing
3. To establish a frame for institutional change
4. To build the capacity of the Leadership Council to lead institutional change
5. To establish goals and plans of action to advance DEI practices
6. To provide support to the Leadership Council to accomplish these goals
7. To provide additional learning opportunities for police officers



OVERVIEW

We will begin by conducting a survey of the whole Police Department to assess the level of DEI knowledge of the department's personnel. A report will be produced detailing the findings and will be used to determine the current learning needs of the department, which in turn will be used to design the learning sessions offered in subsequent months.

Following this process, we will work with the Leadership Council to identify specific goals the group will work to accomplish in the coming year.

Finally, we will offer five (5) learning sessions of two (2) hours each for all officers and civilian personnel, which will be designed to deepen their understanding of DEI concepts and practices.



SURVEY

We will work closely with the DEI Director and the Police Chief to design a survey that allows us to gain a better understanding of the level of DEI knowledge currently held by the Police Department's staff. The survey will be conducted over a three (3) week period to allow for the highest level of participation.

Once the data is gathered, we will produce a report on the findings and use those findings to decide on the topics for the learning sessions that will be offered in 2025. The findings will be discussed with the DEI Director and the Police Chief to ensure full buy-in for the learning sessions' design.

LEADERSHIP COUNCIL

We propose four sessions with the Leadership Council in calendar year 2025. Sessions will be held every 2 months to allow enough time for substantive work to take place.

SESSION 1

The first session will be a full-day Leadership Council retreat. In this session we will learn:

- How to create the conditions for sustainable organizational change
- Models for institutional transformation
- SWOT analysis
- Inclusive leadership traits
- What is organizational culture?
- Critical practices for institutional transformation

And, we will spend time establishing concrete goals to be achieved by the end of the year and create work teams that will be responsible for these goals.

SESSIONS 2 & 3

In these 2-3 hour sessions we will check in with the work teams to assess their progress and troubleshoot any challenges preventing additional progress. If necessary, supplementary learning content can be added to the sessions.

SESSION 4

This is planned as a half-day session to wrap up our process. In this session, we will:

- hear a report from each work team
- engage in a conversation about what worked and what didn't work
- establish what is needed to continue the work in the coming year
- decide what additional goals need to be established and decide what resources will be needed to accomplish them



LEARNING SESSIONS

As previously mentioned, we will offer twenty (20) learning sessions of two (2) hours each open to all officers and civilian personnel of the Police Department. The schedule for these sessions will be decided at a later time in consultation with the Police Chief to ensure high levels of participation.

The content of the sessions will be derived from the survey results, as participants' responses will allow us to best customize these sessions to meet the learning needs of the department's personnel.

The goal of these sessions is to deepen participants' understanding of the DEI concepts they already possess, introduce new knowledge, and help participants incorporate DEI practices in their daily routines.

BUDGET

ACTIVITY	COST
SURVEY	\$3000
LEADERSHIP COUNCIL	\$8000
LEARNING SESSIONS	\$24,000
TRAVEL*	\$15,000
TOTAL	\$50,000

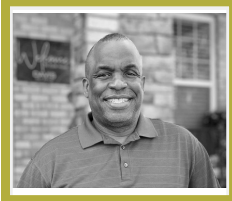
*Travel expenses are approximate and will be adjusted as needed once a final schedule is agreed upon.

TIMETABLE

ACTIVITY	SCHEDULE
SURVEY	OCT-NOV 2024
LEADERSHIP COUNCIL	DEC 2024-JUNE 2025
LEARNING SESSIONS	JAN-MAY 2025

This is a tentative schedule. The final schedule will be agreed upon in consultation with pertinent parties.

CONSULTANTS' BIOS



Craig S. "Pete" Davis is a racial equity trainer affiliated with the Racial Equity Institute and the Groundwater Institute. He serves as a member of the NC State Governor's Crime Commission Racial and Ethnic Disparities Subcommittee.

Pete began his career in racial equity training in 2015 after a 26-year tenure with the Charlotte-Mecklenburg Police Department (CMPD). He retired from the CMPD in 2014 at the rank of captain. Before joining the CMPD, Pete served seven years in the US Marine Corps.

Pete earned a Bachelor of Science in Criminal Justice from Pfeiffer University in 2000, a Master of Public Administration from the University of North Carolina Charlotte in 2005, and a Master in Theological Studies from Liberty University in 2015.



Jorge Zeballos is an independent equity and inclusion consultant with decades of expertise conducting workshops, presentations and leading long-term equity initiatives at K-12 schools, colleges and universities, healthcare organizations, city governments, police departments, fire departments, international and national conferences, and non-profit organizations.

He spent 15 years in higher education where the last position he held was that of Chief Equity and Inclusion Officer.

He holds a Bachelor's degree in Political Science from Rutgers University and a Master's degree in Organizational Management and Development from Fielding Graduate University.



SIGNATURE PAGE

If these terms are agreeable, please sign below and return this page to Jorge Zeballos.

Robert Belleman
City Manager

Jorge Zeballos
Consultant

Date

Date

CPE PILOT QUICK REFERENCE GUIDE

Published Date: 09/09/2024

2024

2025

2026

Twelve (12) hours of COMMISSION DESIGNATED CPE as outlined below, completed by December 31, 2024.

PROJECTED twenty-four (24) hours of COMMISSION DESIGNATED CPE as outlined below, completed by December 31, 2025.

PROJECTED twenty-four (24) hours of COMMISSION DESIGNATED CPE as outlined below, completed by December 31, 2026.

No less than four (4) hours shall be completed on MCOLES recognized ETHICS IN POLICING & INTERPERSONAL RELATIONS training.

No less than eight (8) hours shall be completed on MCOLES recognized MENTAL HEALTH CRISIS training.

No less than eight (8) hour shall be completed on MCOLES recognized TACTICAL OPERATIONS training.

- Topics include but are not limited to:
- Ethics in Policing
 - Laws Pertaining to Civil Rights and Human Relations
 - Cultural Competence and Sexual Harassment
 - Interpersonal Skills
 - Civil Disputes
 - Victim Rights
 - Procedural Justice

- Topics include but are not limited to:
- Behavioral Health Emergency Partnership (20 hours)
 - Autism Speaks
 - Alzheimer's Awareness
 - Legal Update related to Mental Health Crisis (e.g., Michigan Mental Health Code, mental health petitions, legal considerations)

- Topics include but are not limited to:
- Investigations
 - Patrol Procedures
 - Legal Update related to Tactical Operations

The remaining eight (8) CPE hours shall be on any agency selected topic that meets the following three requirements*:

The remaining sixteen (16) CPE hours shall be on any agency selected topic that meets the following three requirements*:

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- 1) enhances law enforcement performance, professionalism, public and officer safety, and officer decision making,
- 2) is pre-approved by the law enforcement agency head or their delegate, and
- 3) is pre-approved by MCOLES.

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**Refer to the FAQ document for more information.*

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Suggested training categories include, but are not limited to:

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|--------------------------|--|
| • Legal Updates | • De-escalation |
| • Health and Wellness | • Free STOP Grant Classes: |
| • Subject Control | LE Response DV 8hrs, Inv. |
| • Emergency Vehicle Ops. | Non-Stranger Sex Aslt 8 hrs, |
| • Investigations | Comp Sex Aslt Inv 16hrs, Inv |
| | Non-Fatal Strang/Suffocation 4 |
| • Human Trafficking | hrs, LE Response to Stalk / |
| | PPO / Bond Violations 4 hrs |

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|----------------------------|--|
| • Subject Control | • Ethics in Policing |
| • Detention & Prosecutions | • Free STOP Grant Classes: |
| • Patrol Procedures | LE Response DV 8hrs, Inv. |
| • Health and Wellness | Non-Stranger Sex Aslt 8 hrs, |
| • Special Investigations | Comp Sex Aslt Inv 16hrs, Inv |
| | Non-Fatal Strang/Suffocation 4 |
| • Patrol Operations | hrs, LE Response to Stalk / |
| | PPO / Bond Violations 4 hrs |

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|-----------------------------------|--|
| • Emergency Prep/Disaster Control | • Free STOP Grant Classes: |
| • Police Skills | LE Response DV 8hrs, Inv. |
| • EVO | Non-Stranger Sex Aslt 8 hrs, |
| • Traffic | Comp Sex Aslt Inv 16hrs, Inv |
| | Non-Fatal Strang/Suffocation 4 |
| • Special Investigations | hrs, LE Response to Stalk / |
| | PPO / Bond Violations 4 hrs |