



Memorandum

To: Honorable Mayor and Members of the City Council
Administration and Public Works Committee

From: Richard Eddington, Chief of Police

Subject: Evanston Police Department – Diversity & Inclusion Retainer Agreement
with Dr. Gilo Kwesi Logan, Logan Consulting Services, LLC

Date: January 24, 2016

Recommended Action:

Staff recommend City Council authorize the City Manager to approve the Diversity and Inclusion Retainer Agreement with Logan Consulting Services, LLC for a two year term beginning February 15, 2017. Logan Consulting Services, LLC is a single source consulting firm that has been used for diversity and inclusion training with the police department and the renewal of such agreement will allow continued training for the police department in this area of development for department staff. Logan Consulting Services, LLC (Evanston, IL 60202) for the amount of \$60,000.00. The Agreement is effective from February 15, 2017 through February 14, 2019.

Funding Source:

Funding will be provided through the Evanston Police training account 100.22.2260.62295 for \$60,000 in incremental payments of \$30,000 each during each budget year.

Livability Benefits:

Health & Safety: Improve police service and response to citizens
Equity & Empowerment: Prevention of bias based policing

Summary:

Logan Consulting Services, LLC has been with the Evanston Police Department on evaluating police staff regarding inclusion and diversity. Extensive studies tool place both internally and externally on police performance as it relates to diversity, sensitivity and bias. The recommended retainer agreement is a continuation in the process of having proper inclusion and diversity within the police department.

The scope of the two year agreement through Logan Consulting, LLC is to plan and facilitate affinity groups, train individuals and committees responsible for diversity and inclusion regarding hiring. A restructuring of field training officers to develop awareness regarding diversity in Evanston. Identify needs and training in the area of mental health crisis response to the community and facilitate further town hall meetings to discuss a broad range of contemporary topics facing police in the Evanston community.

Legislative History:

Public Act 099-0352 – The Police and Community Relations Improvement Act

Attachments

Service Agreement

Service Terms and Conditions

Evanston Police Department

Diversity and Inclusion Retainer Agreement

Situational Appraisal

Chief Eddington of the Evanston Police Department (EPD) has asked Dr. Gilo Kwesi Logan of Logan Consulting Services (LCS) to retain the services of LCS to help EPD continue developing their diversity and inclusion program.

Consultants Involved

Dr. Logan will be the primary resource from LCS, providing responses and advice to Chief Eddington, and facilitation for EPD. Secondary resources providing consultation and facilitation include Dr. Reginald Jackson, Dr. Rahul Sharma, Dr. Charles Davis, Mr. Christopher Jones and Mr. Morris Robinson.

Scope

Based on the body of work already complete with EDP, the optimal program includes working with Chief Eddington to:

- **Plan and facilitate up to seven two-hour affinity groups:** White females, White males, Black females, Black males, Hispanic females, Hispanic males and the Problem Solving Team.

Duties include surveying officer and personnel attitudes, questions and concerns regarding operations within the department and community policing; providing analysis and interpreting the resulting data along with implementing officer and personnel feedback into future training and program development.

- **Assign and train an individual or committee responsible for diversity and inclusion in hiring and training.** The aim is to assess, develop and implement recruitment and retention strategies for hiring and training officers and civilian staff with optimal cultural competence.
- **Restructure and reinvigorate the Field Training Officer Program.** The aim is to design and develop standards, relevance, curriculum and training for officers, civilian staff and new hires on the socio-historical, socio-cultural and socio-economic dynamics of the Evanston community.

Duties include creating and facilitating as many as four 4-hour workshops for officers and civilian staff to develop awareness, knowledge and understanding for engaging with diverse populations in Evanston.

- **Assign and train a unit, committee or sole officer responsible for the department's response to mental health crisis/issues in the community.** The aim is to develop capacity for supportive units within the department, identify

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Logan Consulting Services, LLC

Dr. Gilo Kwesi Logan, President

training needs, community outreach and engagement on mental health issues and inter-agency coordination.

Duties creating and facilitating up to eight 4-hour workshops for officers and civilian staff to develop the sensitivity, awareness, knowledge and skills for engaging with the citizens that have mental health challenges in Evanston.

- **Plan and facilitate four EPD / Evanston community interactive town hall meetings** on topics that include but are not limited to:
 - Social media, crime prevention and community policing in Evanston (*Winter 2017*)
 - Drugs, gangs and unsolved murders in Evanston (*Spring 2017*)
 - Race, ethnicity and community policing in Evanston (*Summer 2017*)
 - Rights, responsibilities and reasonability in Evanston (*Fall 2017*)
- **Write and provide a program summary that addresses:** program purpose, design, content, evaluation, findings, conclusions, recommendations and suggestions.

The program includes the creation of assessment tools, meetings, interviews, document and survey analysis, general analysis, training, and evaluation; incorporating findings, and officer and personnel suggestions into current and future program development.

Any additions to this scope will require an amended proposal.

Duration and Timing

We agree upon a 24-month time frame with the option of extending the agreement to a multi-year plan. This covers the 24-month period from February 15, 2017, to February 15, 2019. The time frame assumes that EPD and LCS experience no unforeseen delays or postponements. Specific timetables and schedules will be determined by Dr. Logan and Chief Eddington.

Terms and Conditions

Because LCS will assess a single project fee for work completed, there will never be a “meter running” and expenses can be more easily controlled. Within the objectives and parameters described above, we will commit as much time as necessary to fulfill the objectives and meet the time frames at the payment rate quoted.

This program is non-cancelable, and agreed-upon payment terms are due as described. However, with this agreement you may postpone or delay any part of the work in progress without penalty. In addition, the work of LCS is guaranteed. If we do not meet your objectives and cannot meet them after your notification along with an attempt to correct the shortcomings, LCS will refund your full fee. This is our commitment to clients we serve.

Payment terms:

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\$60,000: \$30,000 upon signing to commence the first 12-month term and \$30,000 payable to commence the second 12-month term.

Joint Accountabilities

Your accountabilities will include:

- Providing me with relevant documentation and data, and reasonable access to the necessary stakeholders, including the above-mentioned
- Honoring the intellectual property LCS provides for your use
- Scheduling of classes, facilities, equipment and related support for training and development purposes
- Adhere to the fee structure outlined above

LCS' accountabilities will include:

- Communicating with Dr. Logan who is the project leader who will be continually involved in all aspects of the project and serve as primary interface with EPD
- Providing information and access to additional LCS partners / content experts in their respective fields
- Signing nondisclosure and confidentiality documents as requested
- Conducting a survey, interviews and external interactions personally and with respect to minimizing disruptions and concerns

Both parties will be accountable for:

- Meeting all deadlines agreed upon and immediately reporting any threats to our progress or any new developments that might affect the success of this project
- On-going review and evaluation as to whether some of the objectives and interventions require more emphasis than others and/or sudden, unanticipated developments.

Acceptance

The signature of Wally Bobkiewicz, City Manager, City of Evanston below indicates acceptance of this proposal, its terms and forms an agreement between Dr. Gilo Kwesi Logan, President, on behalf of Logan Consulting Services and Richard Eddington, Chief of Police, Evanston Police Department.

Dr. Gilo Kwesi Logan, President Logan Consulting Services, LLC Signature:	Wally Bobkiewicz, City Manager City of Evanston Signature:
Date: 1/17/2017	Date: