



AGENDA

SPECIAL MEETING CYPRESS CITY COUNCIL

November 20, 2023

12:00 P.M. - Closed Session

1:30 P.M. (Approximate) - General Session

www.cypressca.org

**5275 Orange Avenue
Cypress, California**

Interested in speaking to the City Council? Information about participating in the City Council meeting appears at the end of the agenda.

CALL TO ORDER

12:00 P.M.

Executive Board Room

ROLL CALL

Cypress City Council, also acting as the Ex-Officio Governing Board of Directors of the Cypress Recreation and Park District

Mayor Anne Mallari

Mayor Pro Tem Scott Minikus

Council Member David Burke

Council Member Frances Marquez

Council Member Bonnie Peat

ORAL COMMUNICATIONS ON CLOSED SESSION / WORKSHOP ITEMS

(Limited to 30 minutes - three minutes per speaker. The City Council may adjust the time allotted per speaker.)

The public may address the City Council on closed session/workshop items prior to any action taken. Although Council Members may provide brief responses, the City Council may not engage in a discussion with members of the public during the meeting. Please complete a speaker's card to address the City Council in-person. Members of the public are encouraged to communicate with the City Council via email at adm@cypressca.org or by calling 714-229-6699.

CLOSED SESSION

CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION

Pursuant to Government Code Section 54956.9(d)(1)

Southwest Voter Registration Education Project v. City of Cypress

Case No. 30-2022-01270865-CU-CR-CJC

Orange County Superior Court

RECONVENE

1:30 P.M. (Approximate)
Council Chambers

ROLL CALL

Cypress City Council, also acting as the Ex-Officio Governing Board of Directors of the Cypress Recreation and Park District

Mayor Anne Mallari
Mayor Pro Tem Scott Minikus
Council Member David Burke
Council Member Frances Marquez
Council Member Bonnie Peat

REPORT OF CLOSED SESSION

City Manager/City Attorney

ORAL COMMUNICATION ON AGENDA ITEMS (Three minutes per speaker. The City Council may adjust the time allotted per speaker.)

The public may address the City Council on agenda items prior to any action taken. Although Council Members may provide brief responses, the City Council may not engage in a discussion with members of the public during the meeting. Please complete a Speaker's Card to address the City Council in-person. Please follow the instructions at the end of the agenda and wait for the Mayor/City Clerk to call on you to address the City Council virtually. Speakers providing in-person comments will be called first. Members of the public are encouraged to communicate with the City Council via email at adm@cypressca.org or by calling 714-229-6699.

CONSENT CALENDAR

All matters listed on the Consent Calendar are to be approved with one motion unless a Council Member requests separate action on a specific item. Council Members voting no or abstaining on a Consent Calendar item may do so without removing the item from the Consent Calendar.

1. **Receive and File Public Comments Submitted for the November 20, 2023 Special City Council Meeting**

Prepared by: Alisha Farnell, City Clerk

Recommendation: Receive and file submitted public comments.

CONTINUED ITEMS

2. **Consider Proposals for an Investigation of the Disclosure of Information From Confidential Closed Sessions of the City Council and Provide Direction**

Prepared by: Fred Galante, City Attorney

Recommendation: Consider proposals for an investigation of the disclosure of information from confidential closed sessions of the City Council and provide direction.

ADJOURNMENT

The next meeting will be an adjourned Regular Meeting, to be held on Monday, December 11, 2023, beginning at 5:30 p.m. in the Executive Board Room.

I hereby certify under penalty of perjury under the laws of the State of California, that the foregoing agenda was posted on the City Hall bulletin board and City website not less than 24 hours prior to the meeting. Dated this 16th day of November, 2023.

Alisha Farnell, City Clerk

PUBLIC PARTICIPATION

Members of the public can participate in the City Council meeting in the following ways:

1. Attend In-Person. First-come, first-served seating is available. All attendees must be free of any symptoms associated with contagious illnesses.
2. Attend the General Session Virtually via Webinar. Follow this link: <https://attendee.gotowebinar.com/register/11956524642171480>. Advanced registration is recommended.

The public may address the City Council virtually during Oral Communications on Agenda Items/ Public Hearings. Virtual participants must click the 'hand raise' button prior to the end of the first in-person speaker to indicate they wish to address the City Council. Upon clicking the 'hand raise' button, please unmute your microphone and wait for the Mayor/City Clerk to call on you.



= Hand Raise



= Unmute

3. Submit Public Comments Prior to the Meeting. The public may submit comments via email to cityclerk@cypressca.org. Comments submitted by 9:00 a.m. on the day of the meeting will be added to the agenda as a Consent Calendar item.
4. Watch the Meeting. The general session of this City Council meeting can be viewed on Spectrum Cable Channel 36 or on the City's website at www.cypressca.org/watchlive.
5. Listen to the Meeting. Listen-only teleconferencing is available for the general session of this City Council meeting by calling (562) 247-8422 and entering Access Code 735-365-900. No registration or audio pin is necessary.

AMERICANS WITH DISABILITIES ACT

In compliance with the Americans With Disabilities Act, if you need special assistance to participate in this meeting, you should contact the City Clerk at (714) 229-6685 at least 24 hours prior to the meeting to enable the City to make reasonable arrangements to assure accessibility to this meeting.



CITY OF CYPRESS

CITY COUNCIL REPORT

City Council Special

1.

FROM: Alisha Farnell, City Clerk

DATE: 11/20/2023

SUBJECT: Receive and File Public Comments Submitted for the November 20, 2023 Special City Council Meeting

RECOMMENDATION

Receive and file submitted public comments.

BUDGET IMPACT

None.

LEGAL REVIEW

None required.

APPROVED BY:

Peter Grant, City Manager



CITY OF CYPRESS

CITY COUNCIL REPORT

City Council Special

2.

FROM: Fred Galante, City Attorney

DATE: 11/20/2023

SUBJECT: Consider Proposals for an Investigation of the Disclosure of Information From Confidential Closed Sessions of the City Council and Provide Direction

RECOMMENDATION

Consider proposals for an investigation of the disclosure of information from confidential closed sessions of the City Council and provide direction.

DISCUSSION

At its September 25, 2023 meeting, the City Council directed the City solicit proposals to investigate the disclosure of information from the confidential closed sessions of the City Council related to the Southwest Voter Registration Education Project vs. City of Cypress matter. The individuals present during the subject closed sessions were the City Council, City Manager, City Attorney, and special litigation counsel.

Due to the City Manager and City Attorney being subjects of investigation, the City Council requested proposals for a third-party consultant to oversee the investigation. In the alternative, if a single consultant believes it can provide investigative information directly to the City Council to alleviate any concerns pertaining to the City Manager or City Attorney overseeing the investigation, the City Council suggested that it may consider a single consultant.

On October 16, the City Attorney disseminated the attached proposal to 13 firms. While the City followed-up with the firms, only two proposals were received by the November 1 deadline. The proposals are attached for City Council consideration.

BUDGET IMPACT

Varies depending on the proposal selected.

LEGAL REVIEW

The City Attorney's office prepared the report.

APPROVED BY: Fred Galante, Esq.

Attachments

Request for Proposals

Proposal from Bill Whalen and Associates
Proposal from JL Group, LLC and Judicate West

October 16, 2023

Request for Proposals for Investigative Services – Cypress City Council Closed Session Disclosure of Confidential Information

To Whom it May Concern:

The City of Cypress is requesting proposals from qualified private investigation firms to conduct an investigation of a disclosure of information from a confidential closed session of the Cypress City Council. The City is further requesting proposals from qualified firms to act as a third party to oversee the investigation.

I. Background

The City of Cypress (“City”) is a charter city in the City Council/Manager form of municipal government. The Ralph M. Brown Act allows city councils to deliberate in private “closed session” concerning some topics, such as real estate and labor negotiations and pending or threatened litigation. On May 22, 2023 and September 11, 2023, the City of Cypress held closed session regarding the City’s current litigation concerning a California Voting Rights Act complaint. At the City’s May 22, 2023 closed session, the City Council considered and the majority of the members declined to proceed to mediation of the case. At the September 11, 2023 closed session, the majority of the members reconsidered mediation and authorize legal counsel to proceed to mediation.

On September 13, 2023, a local news source, the Event-News Enterprise, reported vote totals of the closed session legal discussions from the above 2 closed sessions, which were not reported out of closed session by the city attorney. This information is restricted to the elected officials, attorneys and city staff and should not have been revealed.

At the September 25, 2023, council meeting, a motion was made and passed by the City Council, to direct the City Manager and City Attorney to investigate the disclosure of information from closed session by soliciting proposals for a neutral third-party investigator, as well as a neutral party to oversee the investigator’s work and report findings to the City Council.

II. Scope of Work

The selected consultant shall conduct a full investigation regarding the disclosure of information from the confidential closed session of the City Council to ascertain the facts surrounding the disclosure. The individuals present during the subject closed session include the City's five City Council members, the City Manager, the City Attorney, and special litigation counsel.

Due to the City Manager and City Attorney being subjects of investigation, the City seeks to retain an additional third party consultant to oversee the investigation. In the alternative, if a single consultant believes it can provide investigative information directly to the City Council to alleviate any concerns pertaining to the City Manager or City Attorney overseeing the investigator, the consultant should include such information in its proposal.

III. Proposal Requirements

Although no specific format is required by the City, this section is intended to provide guidelines to the consultant regarding the City's expectation and requirements for the proposal.

A. Content and Form

The City requests proposals be organized in a logical format that is relevant to the requested services. Consultants' proposals shall be clear, accurate, and comprehensive. Proposals shall also be concise, excluding excessive or irrelevant material. The proposal should include all of the following:

1. Transmittal/offer letter with proposed scope of work, including a description of how the investigation is likely to proceed.
2. Page numbering.
3. Statement of Qualifications.
4. Brief resumes of key staff.
5. Schedule of hourly rates.
6. List of other agencies previously and currently under contract with applicant.

B. Statement of Qualifications

The proposal should describe the qualifications of the consultant and key staff in performing the requested investigatory work within the past five years for agencies that are similar to the City of Cypress in scope and size, and/or for investigations of a similar nature.

Brief resumes of key personnel who will provide the desired services, demonstrating their qualifications and experience, should be included in the proposal. The resumes should highlight education, experience, licenses, relevant experience, and specific responsibilities for services described.

C. Schedule of Hourly Rates

The proposal shall also include the consultant's schedule of hourly rates, and the flat rate cost of any services to be provided.

D. Proposal Submittal and Projected Timeline

This investigation is a high priority for the City. It is the City's intent to select an investigator at the **November 13, 2023** City Council meeting. All interested parties must submit their proposal to provide the services requested and such proposal must be received by City Attorney Fred Galante **no later than 5:00 P.M. on November 1, 2023** at fgalante@awattorneys.com.

IV. General Requirements

The City reserves the right to request additional information from any and all consultants. The City further reserves the right to reject any and all proposals or a specific item or items of a proposal. Unless specifically prohibited in the proposal, the City may contact past clients for references. The selected consultant will be required to enter into a Contract Services Agreement with the City. The City's standard form for a Contract Services Agreement is attached for reference. All proposals must include a statement that the consultant has reviewed the standard terms of the Contract Services Agreement, and finds the terms therein acceptable, or note specific concerns of terms.

Selected consultant shall provide insurance policies in accordance with the requirements of the Contract Services Agreement. All costs incurred in the preparation of the proposal, in the submission of additional information and/or in any other aspect of a proposal prior to the award of a written agreement, will be borne by the proposing consultant. All proposals submitted to the City in response to this RFP shall become property of the City. After the selection of the consultant, all applicants will be notified of the City's decision.

By submitting a proposal, the consultant certifies that he or she will comply with all applicable Federal, State and City laws and requirements.

V. Proposal Evaluation Criteria

The City Council will review all proposals and award a contract based on a firm's qualifications and any other criteria deemed advantageous to the City.

The following list is not exhaustive but provide some criteria for evaluation:

1. Qualification based on personnel and previous experience with proposed scope of services.
2. Proposed scope of services and demonstration of an approach to the envisioned duties that is most beneficial to the City.
3. Effective use of resources and man-hours proposed for the anticipated services.
4. Proposed overall cost of services.

The City may elect to interview a short list of qualified consultants or to interview only the top rated consultants based upon the proposals submitted for this RFP.

Thank you for your interest in providing these services to the City.

Very truly yours,

ALESHIRE & WYNDER, LLP

Fred Galante
Equity Partner/City Attorney

cc: Peter Grant, City Manager



October 18, 2023

Aleshire & Wynder, LLP
1 Park Plaza, Suite 1000
Irvine, CA 92614

Attn: Fred Galante, Equity Partner/City Attorney

Mr. Glanate,

Please accept this proposal from Bill Whalen and Associates to perform investigative work for the City of Cypress. We have thoroughly reviewed the RFP and the underlying allegations that will be the subject of the investigation. Our firm has the requisite education, knowledge, experience, and qualifications to fulfill the contemplated scope of work as set forth in the Request for Proposal (RFP). The President of Bill Whalen and Associates, Bill Whalen, will be the primary Investigator for this investigation.

QUALIFICATIONS

Chief Bill Whalen (Ret.) is a 32-year law enforcement veteran who retired in 2021 as the Chief of Police of a mid-sized Southern California Police Department (CV attached). He is currently licensed as a Private Investigator in the State of California (License #189246).

As the Chief of Police, Chief Whalen was responsible for ensuring all personnel investigations were thorough, timely, and in accordance with investigative best practices. In addition to managing personnel investigations, during his law enforcement career Chief Whalen was a supervisor of Internal Affairs, responsible for conducting over 100 personnel investigations. Since being retired, Chief Whalen has conducted over 50 confidential personnel investigations for clients throughout California. Many of these investigations involved high-level employees such as Department Heads and City Managers. Some of these investigations have involved closed session/Brown Act violations. With this experience, Chief Whalen understands the unique nature of high-level sensitive investigations and the information needed by decision-makers, such as City Councils.

As Chief, he helped form and worked closely with the Diversity, Equity, and Inclusion committee and has pushed for better relations with minority communities. Through these tough conversations, he has increased awareness of bias in policing and has published an article on Implicit Bias in Policing. Chief Whalen is a California Peace Officer Standards and Training (POST) certified use of force instructor and has reviewed hundreds of use of force cases during his career.



Chief Whalen is a graduate of the prestigious California Peace Officer Standards and Training (POST) Command College and the Police Executive Research Forum Senior Management Institute for Police. He has attended the POST Executive Development Course, POST Management School, POST Supervisory School, and the Sherman Block Supervisory Leadership Institute. He graduated summa cum laude from California State University – Long Beach with a Master of Science in Emergency Services Administration. He also has an undergraduate degree in Business Management from the University of Phoenix and a Certificate in Public Employee Leadership from California State University – Fullerton.

SCOPE OF WORK

Based on the information contained in the RFP, the scope of the investigation would be as follows:

- Interviews of everyone present during the closed session
- Interviews of City staff responsible for City Council support (e.g., Executive Assistants)
- Attempt to interview the author of the news article
- Review relevant City email accounts
- Review city phone records (cellular and landline)
- Review of personal emails, phone call logs, and text messages¹ (if provided)

Every attempt will be made to gather and review all the available objective evidence before conducting the individual interviews. The timeliness of the investigation will depend on the ability of the City of Cypress to attain the desired information and the availability of the Respondents/Witnesses. Barring unforeseen delays and/or an inability to attain the requested information, the investigation should be able to be concluded within one month of commencement. Unless a video interview is specifically requested, interviews will be conducted in-person and on-site in the City of Cypress. They will be recorded. The City of Cypress will be required to provide logistical support for these interviews (i.e., conference room).

The fact-finding investigation will be documented in a written report (unless otherwise requested). The claims alleged and the supporting facts discovered in this investigation will be analyzed according to the “preponderance of the evidence” standard, which means the information gathered will be analyzed to determine whether sufficient proof exists to convince a finder of fact that an alleged incident is more likely to have occurred than not to have occurred.

¹ Estimated cost does not include a forensic audit of communications devices, computers, etc. If this is necessary and cannot be accomplished by existing IT staff, it will be billed at cost.



Bill Whalen and Associates have the capability of performing this investigation without the need for a third-party monitor. The authority to conduct this investigation (and to compel the Respondents to participate) will be the responsibility of the City Council. Presuming the investigation results will be presented to the City Council at a future closed-session meeting, we do not envision the need for a third party to act as an intermediary.

CURRENT/PAST CLIENTS*

- City of Hemet
- City of Yucaipa
- City of Torrance
- City of Montebello
- City of Tustin
- City of Orange
- City of Laguna Beach
- City of Whittier
- City of Lake Forest
- City of Colton
- City of Seal Beach
- City of Bell Gardens
- City of Lemoore
- City of Paso Robles
- City of Encinitas
- City of Indio
- Orange County Transportation Authority
- California State University Pomona – Police Department
- Irvine Ranch Water District
- Palomar Community College

*References are available upon request should the City of Cypress wish to contact any of the above clients. The following reference is provided for investigations of a similar scope as that currently being contemplated by the City of Cypress. For confidentiality reasons, we are not associating them with a particular client:

Cole|Huber, LLP
Steven Graham, Partner
2855 East Guasti Road, Suite 402
Ontario, CA 91761
(909) 382-1431 c
Email: sgraham@cohuber.com



ESTIMATED COSTS

The rate sheet for Bill Whalen and Associates is attached. The hourly rate is \$200/hour. Transcription costs are billed at .0225/word. Any other incidental expenses are billed at cost. This investigation should only require the use of one Investigator. Based on the scope as articulated above, the investigation will take approximately 45 hours (including travel, interviews, evidence review, and report writing). The cost should not exceed \$12,000. It is not uncommon, however, to identify additional percipient witnesses during the first round of interviews. For this reason, we recommend a “not to exceed” amount of \$15,000 to allow for flexibility with the investigation. If the investigation requires further witness interviews or evidence review, which would exceed the cap, a request to increase the fee cap will be submitted to the hiring authority in writing before performing the additional work.

CONTRACT SERVICES AGREEMENT

We have read the terms of the Contract Services Agreement (Agreement) attached to the RFP. One Section of the agreement contains verbiage we would request to be modified. Specifically, in §5 Insurance and Indemnification, Subsection 5.3 discusses indemnification of the City of Cypress. It states (in part):

“...that may be asserted or claimed by any person, firm or entity arising out of or in connection with the negligent performance of the work...”

Respectfully, in cases like this, where there is a potential for serious discipline and/or a criminal nexus, it is not uncommon for Respondents to allege wrongdoing on the part of the Investigator to defend themselves at discipline hearings or as part of wrongful termination litigation. In our Professional Services Agreement, we clearly identify that the Investigator will be responsible to the Client if, at final adjudication, they were found to have exhibited gross negligence or performed illegal acts. Please review the following language:

“5.1 CLIENT agrees to indemnify, defend, protect and hold harmless INVESTIGATOR, and each of his employees from and against any and all claims, liabilities, obligations, demands, causes of action, debts, costs, and expenses (including reasonable outside attorneys’ fees) that arise out of or relate to this AGREEMENT, including but not limited to acts or omissions of CLIENT or a breach of CLIENT’s representations, warranties or obligations hereunder. CLIENT hereby acknowledges that it is not uncommon for employees, especially terminated ex-employees, who have been investigated to falsely allege that the CLIENT or INVESTIGATOR were involved in wrongdoing, or even criminal acts. If such allegations are made and INVESTIGATOR or his employees are named as Defendants in any legal complaint relating to an investigation performed by INVESTIGATOR on behalf of the CLIENT, it will in no way relieve the CLIENT of the



CLIENT's obligation to indemnify INVESTIGATOR and to compensate INVESTIGATOR at INVESTIGATOR'S normal hourly rates for such individuals involved, in accordance with the RATE SHEET.

5.2 INVESTIGATOR agrees to indemnify, defend, protect and hold harmless CLIENT, and each of its elected officials, directors, officers, employees, contractors, agents, representatives, successors and assigns from and against any and all claims, liabilities, obligations, demands, causes of action, debts, costs and expenses that are ultimately determined in a final adjudication to have arisen from INVESTIGATOR's gross negligence or illegal acts.

5.3 In the event INVESTIGATOR and CLIENT are determined to a final adjudication to have been jointly liable without specification of the extent of the proportion of liability between them, then, and only in that case, the issue of the relative amount of reimbursement to be made under INVESTIGATOR's or the CLIENT's duty to hold harmless and indemnify referred to in the preceding paragraphs will be determined by arbitration (See Section 11.1)."

Bill Whalen and Associates possess all the required insurance policies to perform this service and will provide them with W-9 and Business License upon request.

Respectfully Submitted,

Bill Whalen, President

Date: **October 18, 2023**

Lisa Whalen, Secretary

Date: **October 18, 2023**

APPENDIX A - RATE SHEET

Professional fees and expenses are billable for “portal-to-portal” commute from Investigator's address in Santa Ana, CA 92706

Rates:

- Investigative services \$200/hour: Meetings, review of organizational policies and procedures, examination and/or analysis of evidence, interviews, commute (portal to portal) and report preparation.
- Mileage reimbursed at applicable IRS “Business” rate.
- The client shall reimburse Bill Whalen and Associates, Inc. for lodging and per diem expenses during overnight travel that is required under this contract. The reimbursement shall be in accordance with the most recent U.S. General Services Administration per diem rates. Bill Whalen and Associates will maintain and submit copies of lodging receipts when invoicing the client.
- The client shall reimburse Bill Whalen and Associates, Inc. for coach airfare expenses that are required as part of this contract for travel outside the Southern California area¹. Bill Whalen and Associates will maintain and submit copies of airfare receipts when invoicing the client.
- Confidential transcription services (\$.0225 per word).
- In the event Bill Whalen and Associates, Inc. is required (by any party of the investigation) to provide testimony at an investigation hearing, deposition, or trial, the fee is \$245 per hour (four hours minimum) plus expenses. Preparation fees for investigation hearing, deposition, or trial is \$200 per hour. The client or the subject's counsel may place the investigator “on-call” for a trial, deposition or hearing. In that event, Bill Whalen and Associates, Inc. shall be compensated for four (4) hours per day at \$200 per hour for each of the days the Investigator is directed to be “on-call.”

INCIDENTAL EXPENSES: Incidental expenses will be reimbursed at cost for such incidentals as photocopies, facsimiles, flash-drive media storage, postage, overnight delivery, licenses, permits, additional insurances and/or certificates, taxes, communication charges, and related processing charges.

Payments shall be made to INVESTIGATOR'S address as shown in the AGREEMENT to which this RATE SHEET is attached.

CLIENT

By: _____

Its: _____

¹ The Southern California Area includes the Counties of San Diego, Orange, Los Angeles, San Bernardino, and Riverside.

William Whalen "Bill"

bill@billwhalenassociates.com | 714.904.2191 | 3024 E. Chapman Ave., #164, Orange, CA 92869

I am a veteran law enforcement executive leader with significant experience in organizational reviews, staffing analysis, leadership development and coaching, critical incident management, crisis communication, emergency management, and personnel investigations. I have excellent interpersonal skills, and I am comfortable operating in rapidly unfolding, ambiguous situations.

Bill Whalen and Associates, Inc.

Owner/President | July 2021 – Present

- Professional workplace misconduct investigations
- Public safety consulting, organizational audits, and staffing/security assessments
- Leadership Coaching
- Independent contractor to JL group, LLC providing professional investigations and employment services

Golden West College

Adjunct Faculty | July 2021 – Present

- Law Enforcement Leadership Trainer (80-hour POST Supervisory Course)

City of El Segundo

Chief of Police | July 2017 – July 2021

- Provided strategic direction to over 90 full-time employees
- Co-wrote the City of El Segundo crisis communication plan
- Served as senior subject matter expert to policymakers on public safety issues
- Provided guidance to the City Manager on politically sensitive issues
- Overhauled use of force policy. Reviewed over 40 use of force cases
- Conducted department-wide assessment and reorganization of all bureaus, divisions, and workgroups
- Overhauled and expanded key performance indicators (KPI's) which allowed senior police leaders to monitor target metrics and to ensure community service goals were being met
- Conducted city-wide safety/threat assessment
- As the Chief Law Enforcement official, coordinated the response to the Covid-19 pandemic and several instances of civil unrest
- Enhanced technological capabilities through implementation of new Computer Aided Dispatch (CAD)/Records Management System (RMS), Automated License Plate Reader (ALPR) cameras (fixed/mobile), new body worn camera system, and industry leading Unmanned Aerial Vehicle (UAV) program
- Collaborated with the City's Diversity, Equity, and Inclusion Committee
- Expanded mental health capabilities
- Served on the Terrorism Working Group for the International Association of Chiefs of Police

City of Irvine

Operations Commander | October 2015 – July 2021

Police Lieutenant | May 2011 – October 2015

Police Sergeant | November 2003 – May 2011

Police Officer | May 1999 – November 2003

Operations Commander:

- Led all operational aspects of the police department
- Reviewed all use-of-force incidents
- Served as an advisor to the Executive Team for business continuity and incident response
- Led department reorganization, analyzing calls for service, response times, deployment model, and staffing
- Served as Incident Commander for several large-scale events
- Served as leadership mentor/coach

Police Lieutenant:

- Led Office of Emergency Management and set the strategic direction of the governance, execution, and maturation of the Crisis Management, Incident Response and Business Continuity Program.
- Served as Emergency Operations Center (EOC) Director
- Served on Type 3 All Hazards Incident Management Team (AHIMT)
- Served as Public Information Officer (PIO) and directed the development and communication of the crisis management program.
- Developed Emergency Operations and Continuity of Operations Plans for the City of Irvine and local businesses that promoted resilient processes.
- Instructed Incident Command System courses
- Managed homeland security grants
- Assisted with annual development of Orange County Threat and Hazard Identification and Risk Assessment (THIRA)
- Led full-scale, functional, and tabletop disaster/critical incident exercises

Police Sergeant:

- Supervised the office of professional standards (Internal Affairs)
- Conducted organizational audits
- Served as detective supervisor
- Served as patrol supervisor/watch commander
- Supervised field training program
- Use of Force instructor
- SWAT team leader
- Sniper instructor

Police Officer:

- Crimes persons detective
- ABC liaison
- Use of Force instructor
- SWAT/Sniper team member
- Sniper instructor
- Member directed enforcement team

City of Garden Grove

Police Officer | June 1989 – May 1999

- DEA task force officer
- Detective – special investigations unit
- Field training officer
- SWAT Team member
- Community policing instructor
- Weber Seavey Award finalist

EDUCATION

California State University – Long Beach
Master of Science – Emergency Services Administration
summa cum laude May 2010

California State University – Fullerton
Certificate – Public Employee Leadership May 2009

University of Phoenix
Bachelor of Arts – Business Management May 1995

RELEVANT PROFESSIONAL TRAINING

Association of Workplace Investigators Training Institute (40 hours)

Internal Affairs Investigations (64 hours) - (3) Courses

Internal Affairs Update (8 hours)

Reid Technique of Advanced Interrogation (8 hours)

POST Supervisory Course Train the Trainer (32 hours)

Peace Officer Standards and Training (POST) – Executive Development Course (80 hours)

POST – Command College (240 hours)

Police Executive Research Forum – Senior Management Institute for Police (120 hours)

POST – Management School (104 hours)

POST – Supervisory Leadership Institute (192 hours)

POST – Supervisory Course (80 hours)

PUBLISHED ARTICLES

Whalen, B. (2017). Implicit Bias and the Police. *The Journal of California Law Enforcement*, 51(1, 2017), 21-28.

PROFESSIONAL AFFILIATIONS

Association of Workplace Investigators



JL GROUP, LLC
WORKPLACE SOLUTIONS

30025 ALICIA PARKWAY, #327
LAGUNA NIGUEL, CA 92677
TELEPHONE: (949) 282-8181
FACSIMILE: (626) 771-0044
E-MAIL: JLOVE@JLGROUP.NET

October 31, 2023

Fred Galante
Equity Partner/City Attorney
ALESIRE & WYNDER, LLP

Submitted via email only to
fgalante@awattorneys.com

Re: JL GROUP, LLC's and JUDICATE WEST'S Joint Response to City of Cypress' Request for Proposals for Investigative Services (Cypress City Council Closed Session Disclosure of Confidential Information)

Mr. Galante:

On behalf of JL Group, LLC (JL Group) and Judicate West, thank you for the opportunity to submit the attached joint proposal in response to the above referenced Request for Proposal.

JL Group is an Orange County, California-based company providing professional workplace consulting and investigative services to both public and private entities.

Judicate West is one of the leading dispute resolution providers in the United States. Based on the West Coast, with offices throughout California, and serving clients nationwide.

While the attached is submitted as a joint proposal, should the City opt to engage only Judicate West or JL Group for the project, the respective project approach, scope of work contemplated, and fees and costs as set forth in the proposal for each entity, will apply to the entity selected for the contract.

Thank you for your time and consideration in this regard. We look forward to the possibility of working with the City of Cypress in this matter. Should you have any questions regarding this correspondence and/or the attachments, please contact either Judge Smith for Judicate West at (714) 834-1340, judgesmith@judicatewest.com and/or Jeffrey Love for JL Group at (949) 282-8181, jlove@jlggroup.net.

Respectfully submitted,

Hon. Clay M. Smith (Ret.)
JUDICATE WEST

Jeffrey B. Love, Esq.
JL GROUP, LLC

Attachment:
Proposal



JL GROUP, LLC
WORKPLACE SOLUTIONS

30025 ALICIA PARKWAY, #327
LAGUNA NIGUEL, CA 92677
TELEPHONE: (949) 282-8181
FACSIMILE: (626) 771-0044
E-MAIL: JLOVE@JLGROUP.NET

**JL GROUP, LLC'S and JUDICATE WEST'S RESPONSE TO CITY OF CYPRESS'
REQUEST FOR PROPOSALS (RFP) FOR INVESTIGATIVE SERVICES
AND THIRD-PARTY NEUTRAL OVERSIGHT**

INTRODUCTION

JL GROUP, LLC (JL Group) and Judicate West present this joint proposal as independent firms proposing to work together or individually on this investigatory matter for the City of Cypress. JL Group and Judicate West are solely independent firms that have worked together in a previous matter for the City of Anaheim wherein JL Group conducted the investigation and Hon. Clay Smith (Ret.) from Judicate West acted as the Neutral overseeing the investigation. We jointly propose the same investigation/neutral structure, as requested in the City of Cypress' RFP issued on October 16, 2023.

JL Group is an Orange County-based firm providing professional workplace consulting and investigative services to both public and private entities. With over 70 years of combined experience in private law practice, law enforcement, and private investigation, JL Group has developed a team of attorneys licensed to practice law in the State of California, and highly-qualified former police executives, and private investigators, all with extensive experience in providing specialized employment services, including, but not limited to, employee misconduct investigations, hostile work environment investigations, risk management training and management consulting services.

Judicate West is one of the leading dispute resolution providers nationwide, staffed with former judges, commissioners, magistrates, and highly trained and skilled attorneys, experienced in mediation, arbitration and complex dispute resolutions. Founded in 1993, Judicate West is based on the West Coast, with offices throughout California, and serving clients nationwide.

SCOPE OF WORK CONTEMPLATED

JL Group understands the City of Cypress' need to engage an independent outside consultant to conduct a comprehensive independent fact-finding investigation to determine what, if any, and the extent to which:

- Disclosure(s) of information discussed during the Cypress City Council's confidential closed session of May 22, 2023 occurred in violation of the Brown Act; and/or

- Disclosure(s) of information discussed during the Cypress City Council's confidential closed session of September 1, 2023 occurred in violation of the Brown Act.

Judicate West understands that the City of Cypress' need to engage an independent outside consultant to act as an independent neutral to oversee a comprehensive independent fact-finding investigation conducted by an independent firm that will investigate:

- Disclosure(s) of information discussed during the Cypress City Council's confidential closed session of May 22, 2023 occurred in violation of the Brown Act; and/or
- Disclosure(s) of information discussed during the Cypress City Council's confidential closed session of September 1, 2023 occurred in violation of the Brown Act.

JL Group will prepare and deliver a comprehensive written report of findings based on the results of the Firm's independent investigation to the City. JL Group is fully capable and stands ready and prepared to meet the City's needs and goals in accomplishing this important endeavor.

Hon. Clay Smith (ret.) and Judicate West will act as an independent neutral and oversee the investigation by JL Group or the selected neutral and will communicate with the City as to the investigation's findings.

JL GROUP, LLC – STATEMENT OF QUALIFICATIONS and KEY PERSONNEL

Founded in 2006, JL GROUP's clients include more than 60 Southern California municipalities, special districts, educational districts, and law enforcement agencies.

Within the last five years, the Firm has conducted more than 200 independent workplace administrative investigations for public agencies and prepared comprehensive fact-finding reports in subject matters, including, but not limited to: Organizational Sabotage, Embezzlement, Misuse of Public Funds, Misuse of Public Property, Whistle Blower and Ethics Hotline Inquires, Theft and Property Damage, Technology Manipulation, Hacking or Abuse/Misuse of Public Entity Technology, Hostile Workplace and/or Bullying, Misconduct of Elected Officials and Public Sector Management/Executive Personnel Investigations.

At this time, JL GROUP is sufficiently staffed and immediately available to perform the tasks contemplated in the Scope of Work as set forth in Section II. of the City of Cypress' Request for Proposals for Investigative Services – Cypress City Council Closed Session Disclosure of Confidential Information (City's RFP), in a thorough, professional, and timely manner.

Jeffrey B. Love, Esq. – JL Group, LLC Partner/Principal (CV Attached)

Mr. Love was admitted to practice law in the State of California in 1994. He has a Bachelor's Degree in Management from the University of San Francisco, and obtained his Juris Doctorate from Western State College of Law.

With over 30 years of legal experience and 30 years of law enforcement experience, Mr. Love has conducted and overseen complex and high-profile independent administrative investigations for the Firm's Southern and Northern California's municipal and special district clients. Mr. Love previously worked for the Irvine Police Department for nearly 30 years, retiring at the rank of

Lieutenant. During his law enforcement career, he obtained extensive experience conducting all levels of criminal and internal affairs investigations.

Jeffrey Brouwer – JL Group, LLC Investigator (CV Attached)
California Private Investigator's License No. PI-188683

Mr. Brouwer has a Bachelor's Degree from California State University, Long Beach, and an MBA from Trident University. He is also a graduate of the FBI National Academy and a member of the Association of Workplace Investigators.

Mr. Brouwer started his career in law enforcement with the Los Angeles Police Department where he worked as a Patrol Officer and Investigator. He made a lateral move to the Newport Beach Police Department where he worked a variety of assignments in the Patrol Division, Detectives, Support Services and the Chief's Office. During his tenure with the Newport Beach Police Department, where he acted in the capacities of Watch Commander, Detective Supervisor, Background Investigator, Polygraph Examiner, Professional Standards Unit Supervisor and Chief's Executive Officer.

Mr. Brouwer ultimately retired as a Deputy Chief of Police with the Newport Beach Police Department and is currently providing his extensive experience and skills conducting investigations on behalf of the Firm.

Dan Jenks – JL Group, LLC Investigator¹ (CV Attached)
California Private Investigator /Qualified Manager License No. PI-189209

Mr. Jenks offers his collective investigative experience developed over his 35 years with the Los Angeles Police Department. Over the course of his law enforcement career, he worked as a senior Detective/Investigator, overseeing several high-profile/media intensive cases in the Downtown Robbery/Homicide Division. Mr. Jenks has extensive experience in managing large-scale investigations, including Racketeering Influenced & Corrupt Organization (RICO) and Continuing Criminal Enterprise (CCE) matters.

Mr. Jenks served as a subject matter expert on Detective Function Policy and Procedure for the Los Angeles City Attorney's Office in civil actions against the City and is a subject matter expert in all aspects of law enforcement investigation functions.

JL GROUP – ADDITIONAL FACTORS FOR CONSIDERATION

All associates of JL Group have extensive local knowledge of the Orange County region with extensive municipal and law enforcement contacts and affiliations. JL Group is, and always has been, an Orange County firm with deep roots in the region.

JL Group personnel have extensive law enforcement experience in investigating complex and protracted matters, many of which have political overtones. The Firm enjoys an excellent reputation for comprehensive, cost-effective investigations that withstand scrutiny and thorough review, and are completed on schedule. Our clients trust our work and our integrity.

¹ JL Group's Investigators each possess a current State of California Private Investigator License (as specified in *California Business and Professions Code* §7521).

JL GROUP - PROJECT APPROACH

Working closely with the neutral third-party selected by City to oversee the investigation, and in conjunction with the Scope of Work set forth in Section II of the City's RFP, JL Group will conduct a diligent, thorough, and independent investigation by:

1. Reviewing pertinent and applicable statutes, regulations, case law, City rules, policies, and procedures.
2. Identifying and reviewing applicable and relevant evidentiary materials, including, but not limited to, tangible documents, images, photographs, electronic/digital files, and audio/video-recordings.
3. Identifying and interviewing percipient and relevant witnesses that may provide statements, documents, data, and other information related to the scope of the investigation.
4. Following up on any additional evidentiary leads that may present during the investigation.
5. Preparing and delivering a comprehensive written report of findings based on the results of JL Group's independent investigation (and presentation to the Cypress City Council and/or public, if desired by the City).
6. Providing any additional services as requested by City.

JL GROUP – RECENT SIMILAR PROJECTS

The following sets forth details of recent similar projects undertaken and completed by the Firm. In each matter, the Firm completed each project within the approved cost budget and on time.

1. CLIENT	City of Anaheim
Client Address	200 S. Anaheim Blvd., Anaheim, California 92801
Contact Name	Linda Andal
Contact Title	Director of Human Resources
Contact Phone	(714) 765-5111
Contact E-mail	landal@anaheim.net
Scope of Services Provided	Year-long administrative investigation of current and former elected officials, current and former City staff, and management and staff of City-supported agencies (i.e., Chamber of Commerce, etc.) regarding allegations of violations of state and federal laws, fraud, misuse and misdirection of public funds, <i>Brown Act</i> violations by City officials and others. Conducted a concurrent forensic accounting of campaign contributions in relation to City contracts awarded (10—year period). Conducted 150+ witness interviews; extensive document, data, evidentiary review (nearly 1 million emails; 100,000 City documents and records; forensic analysis of cell phones and laptops); and prepared comprehensive report of findings and recommendations with exhibits.
Completion Date	2022-2023
Project Cost	\$1.5 million

2. CLIENT	City of Barstow
Client Address	220 E Mt. View St., Ste A., Barstow, California 92311
Contact Name	Darcy Wigington
Contact Title	Human Resources Manager
Contact Phone	(760) 255-5129
Contact E-mail	dwigington@barstowca.org
Scope of Services Provided	Administrative Investigation of elected official – Allegations of: Perpetual interference with City personnel hiring and management practices and administration of progressive discipline policies; repeated direction to City law enforcement personnel to take inappropriate and illegal actions against City residents; inappropriate interactions with and sex/gender discriminatory actions against female City staff; threatening negative job actions aimed at City Department Directors and Managers; interfering with Public Works projects and publicly threatening Public Works employees with negative job actions; engaging in acts of retaliation and manipulation toward City staff; failure to report damage to parked City vehicle caused by personal vehicle (hit-and-run); publicly accusing City employees, leaders, and volunteers of active affiliations with white supremacist organizations; breaches of confidentiality in personnel matters; and violations of the <u>Brown Act</u>. Conducted 20+ witness interviews of elected and non-elected City officials, City staff, volunteers and residents; extensive document and evidentiary reviews; prepared comprehensive Report of Findings (216 pages, plus attachments).
Completion Date	July 1, 2022
Project Cost	\$40,000
3. CLIENT	City of Montebello
Client Address	1600 W. Beverly Blvd., Montebello, California 90640
Contact Name	Nicholas Razo
Contact Title	Director of Human Resources
Contact Phone	(323) 887-1377
Contact E-mail	NRazo@cityofmontebello.com
Scope of Services Provided	Administrative investigation of elected official – Allegations of: Repeated misconduct; continual intimidation of City staff; undermining and interfering with labor negotiations and other City management matters; inappropriate interactions with City staff; and violations of the <u>Brown Act</u>. Conducted numerous witness interviews, extensive document and evidentiary reviews; prepared comprehensive Report of Findings.
Completion Date	March 29, 2022
Project Cost	\$35,000
4. CLIENT	City of La Mesa
Client Address	8130 Allison Avenue, La Mesa, California 91942
Contact Name	Rida Freeman
Contact Title	Human Resources Risk Manager
Contact Telephone	(619) 667-1179
Contact E-mail	hrmgr@cityoflamesa.us

Scope of Services Provided	Administrative Investigation – Complaints by law enforcement officers against supervisor alleging racial discrimination, sexual harassment, gender-based discrimination, inappropriate comments concerning others in the workplace and general complaints of workplace incompetency and misuse of supervisory authority. Conducted 20+ witness interviews, extensive document and evidentiary reviews; prepared report of findings (175 pages, plus attachments).
Completion Date	April 2019
Project Cost	\$21,300

JL GROUP – PROPOSED INVESTIGATION COMPLETION AND DELIVERY TIMELINE

Based upon the JL GROUP's previous experience in conducting investigative matters requiring a similar scope of work and approach, we anticipate it will take 45 to 90 days from the initial meeting with the City's selected neutral administrator to thoroughly investigate the facts, interview witnesses, review evidence, and deliver a comprehensive written report of findings to the City.

JL GROUP - PROPOSED FEES AND COSTS

In providing the contemplated Scope of Work described in Section II. of the City's RFP, JL Group's and Judicate West's individual proposed fees and costs are as follows:

JL GROUP Personnel	Personnel ID	Hourly Rate
Senior Attorney/Investigator	Jeffrey B. Love, Esq.	\$375.00
Associate Investigators	Jeff Brouwer Dan Jenks	\$290.00
Paralegal	Blaine McCafferty	\$140.00
Post Investigation (Hearings, Depositions, Trial, etc.)	Jeffrey B. Love, Esq. Dan Jenks Jeff Brouwer	\$450.00 (4 hour min)

Cost Rates – JL Group
Travel time (actual portal to portal) \$250.00 per hour
Mileage at current IRS allowable rate
Transcript costs at actual costs
Parking and other travel related costs (actual)
Administrative/Clerical (outside contract – only as needed) \$65.00 per hour
Additional Costs (as needed with City's prior approval)

JL Group Payment Terms and Conditions - Fees and costs will be invoiced by JL Group pursuant to schedule to be determined at time work assigned by the City. Invoices are payable within 30-days of receipt by City.

JUDICATE WEST – HON. CLAY M. SMITH (RET.) – STATEMENT OF QUALIFICATIONS

The Honorable Clay M. Smith (Ret). (Judge Smith), obtained his Juris Doctorate from the University of Utah, and was admitted to practice law in 1977. He has a Bachelor's of Arts from Brigham Young University. Judge Smith is a former Orange County Superior Court Judge, who served over 20 years on the bench. He presided over a broad range of civil cases including family law where he served the last nine years and spent three years as a Supervising Judge of the Department, Presiding Judge of the court's Appellate Division, and as a Special Master for the Commission on Judicial Performance. Judge Smith is known for his scholarly approach to judicial decision-making, is the author of more than a dozen published legal articles, and has been honored by several bar associations. Judge Smith has presided over a broad range of civil cases, including personal injury, professional negligence, employment discrimination, real property, and business disputes.

Prior to his appointment to the bench, Judge Smith had a successful law practice focused on real estate, environmental, and business transactional law. He is a frequent lecturer and panelist in the areas of family law, civil procedure, and legal ethics. He brings his commitment to excellence and service to his role as a mediator, arbitrator, and private judge.

This year, Judge Smith was engaged by the City of Anaheim to serve as the neutral charged with overseeing and leading a comprehensive and independent investigation into allegations of potential misconduct involving city officials, employees, and others. Judge Smith was assisted by JL Group, LLC, a professional workplace consulting and investigation firm with deep experience in providing workplace investigations on behalf of public entities.

JUDICATE WEST – HON. CLAY M. SMITH (RET.) - PROJECT APPROACH

Working closely with the investigative firm selected by the City to conduct the investigation, and in conjunction with the Scope of Work set forth in Section II of the City's RFP, Judicate West through Judge Smith as a neutral third-party, will provide diligent, thorough and independent oversight of the investigation by:

1. Overseeing the review of pertinent and applicable statutes, regulations, case law, City rules, policies and procedures.
2. Overseeing the identification and review of applicable and relevant evidentiary materials, including, but not limited to, tangible documents, images, photographs, electronic/digital files, and audio/video recordings.
3. Overseeing the identification and interviews of percipient and relevant witnesses that may provide statements, documents, data, and other information related to the scope of the investigation.
4. Overseeing the follow up as to any additional evidentiary leads that may present during the investigation.
5. Overseeing and reviewing the preparation and delivery of a comprehensive written report of findings based on the results of the independent investigation (and presentation to the Cypress City Council and/or public, if desired by the City).
6. Communicating investigative status and findings to the Appointing Authority.

JUDICATE WEST – HON. CLAY M. SMITH (RET.) – RECENT SIMILAR PROJECT

The following sets forth details of a recent similar project undertaken and completed by Judge Smith and Judicate West. In this matter, Judge Smith and Judicate West completed the project within the approved cost budget and on time.

1. CLIENT	City of Anaheim
Client Address	200 S. Anaheim Blvd., Anaheim, California 92801
Contact Name	Linda Andal
Contact Title	Director of Human Resources
Contact Phone	(714) 765-5111
Contact E-mail	landal@anaheim.net
Scope of Services Provided	Year-long Neutral assignment overseeing a complex and protracted administrative investigation of current and former elected officials, current and former City staff, and management and staff of City-supported agencies (i.e., Chamber of Commerce, etc.) regarding allegations of violations of state and federal laws, fraud, misuse and misdirection of public funds, <u>Brown Act</u> violations by City officials and others. Served as the Neutral Judge for an investigation that consisted of conducting 150+ witness interviews; extensive document, data, evidentiary review (nearly 1 million emails; 100,000 City documents and records; forensic analysis of cell phones and laptops); and oversaw the preparation of a comprehensive report of findings and recommendations with exhibits. Communicated with the City Council as to status and findings.
Completion Date	2022-2023
Project Cost	\$100,000.00

JUDICATE WEST - PROPOSED FEES AND COSTS

JUDICATE WEST - Personnel	Personnel ID	Hourly Rate
Third-Party Neutral Oversight	Hon. Clay M. Smith (Ret.)	\$780.00

Fee/Cost Rates – Judicate West
Travel time (actual portal to portal)
Mileage at current IRS allowable rate
Transcript costs at actual costs
Parking and other travel related costs (actual)
Additional Costs (as needed with City's prior approval)

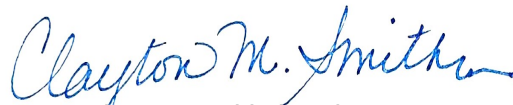
JUDICATE WEST Payment Terms and Conditions - Fees and costs will be invoiced by Judicate West pursuant to schedule to be determined at time work assigned by the City. Invoices are payable within 30-days of receipt by City.

Each of the undersigned confirms that they have reviewed the terms of the City's standard Contract Services Agreement provided with the City's RFP, and each find the terms therein acceptable.

Thank you for the opportunity to submit this joint proposal. Both JL Group and Judicate West look forward to the possibility of working with the City of Cypress in this important matter. If you have any questions regarding this proposal please contact:

- For Judicate West, Judge Smith at (714) 834-1340 or judgesmith@judicategroup.com and/or
- For JL Group, Jeffrey Love at (949) 282-8181 or jlove@jlggroup.net.

Respectfully submitted,



Hon. Clay M. Smith (Ret.)
JUDICATE WEST

Dated: October 31, 2023



Jeffrey B. Love, Esq.
JL GROUP, LLC

Attachments:

Jeffrey B. Love, Esq. (CV)
Dan Jenks (CV)
Jeff Brouwer (CV)

CURRICULUM VITAE

Jeffrey B. Love, Esq.

Jeff Brouwer

Dan Jenks

*JL Group, LLC- Response to RFP
City of Cypress (Investigative Services)*

CURRICULUM VITAE

Jeffrey B. Love

Attorney at Law

30025 Alicia Pkwy. #327
Laguna Niguel, CA 92677
(949) 282-8181
lovejb@gmail.com

Education:

Senior Management Institute for Police

August 2002

Harvard University, Kennedy School Of Government, Boston, MA

Juris Doctor Degree

December 1992

Western State University, College of Law, Fullerton, CA

Honor Roll, Dean's List

American Jurisprudence Awards

Evidence (tie)

Summer Fellowship Program

July-August, 1991

Trinity College, Cambridge University, Cambridge, England

Comparative US/UK Law, EEC Law, Int'l. Human Rights Law, AIDS Privacy Law

Bachelor of Science Degree

December 1987

University of San Francisco, San Francisco, CA

College of Professional Studies/Orange County Campus

Organizational Behavior/Management

Graduated *Magna Cum Laude*

Experience:

Consultant/Attorney (President)

April 2006 to present

Jeffrey B. Love, P. C., JL Group, LLC, Laguna Niguel, CA

As a neutral fact-finder, in charge of complex administrative investigations for various municipal police departments, school districts, fire departments and cities. Conducting of management audits, studies and inspections. Expert witness experience related to various litigated matters. Engaged as a neutral hearing officer on various matters relating to municipal law. Providing limited legal services.

Police Lieutenant (Retired)

April 1979 to August 2006

City of Irvine Police Department, Irvine, CA

A member of the management team of the Irvine Police Department. Assignments included a command level position as the Executive Officer for the Chief of Police responsible for future projects, legislative analysis and media relations. Previous responsibility for over 50 employees including Office of Professional Development, Canine, Crime Scene Investigation, Entertainment Venue Officers, Patrol and the civilian employee programs. Lieutenant and founder of the Professional Standards Unit in charge of internal affairs investigation, risk management, criminal intelligence and as the Police Legal Advisor to the Chief of Police and the management staff.

Ciriculum Vitae – Jeffrey B. Love

Adjunct Professor/Lecturer

August 2005 to present

California State University Long Beach, Long Beach, CA

Adjunct Professor in the Criminal Justice Department of a California State University responsible for instructing coursework at the university level in various aspects of criminal justice curriculum at the undergraduate and graduate level.

Adjunct Professor

January 2008 to May 2010

Concordia University, Irvine, CA

Adjunct Professor in the Sociology Department of a private Lutheran university responsible for instructing coursework at the university level in various aspects of criminal justice curriculum at the undergraduate level.

Attorney at Law (Of Counsel)

December 1995 to May 2006

The Law Firm of Jones and Mayer, Fullerton, CA

Assignments as attorney involved in internal affairs investigations for various police and governmental agencies as well as performing office and court related duties as the deputy city prosecutor for various municipal agencies. Police legal advisor to chiefs' of police.

Attorney at Law (Principal)

December 1994 to April 2006

The Law Offices of Jeffrey B. Love, P.C., Trabuco Canyon, CA

Sole practitioner with practice related to consumer law matters, consultation regarding sexual harassment investigations and litigation, administrative investigations, business litigation and various other legal matters.

Affiliations:

Past Committee Chair – Southern Section CPOA Police Legal Advisors
Member, California Bar
Member, Orange County Bar Association
Mentor, Badge and Gavel Society
Member, Police Executive Research Forum
Member, Orange County Press Club

Additional Skills:

Legal Analysis, Investigations, Neutral Hearing Officer, Management Practices, Expert Witness in Various Aspects of Law Enforcement Practices, Labor and Hiring Issues, Media Relations, Public Speaking and Teaching, Certified Domestic Violence Counselor, State Certified Mediator

Teaching/ Consulting:

Adjunct Professor– **Concordia University** in the area of criminal justice curriculum and sociology.
Adjunct Professor– **Cal. State University Long Beach** in the area of criminal justice curriculum and within the Forensic Certification Course.
Lecturer – **V.T. & Associates** regarding sexual harassment investigations
Co-authored: “*Sexual Harassment/Hostile Work Environment Investigation*”
Lecturer – **The Wright Group** regarding work place violence issues
Lecturer – **The Irvine Police Department** regarding internal affairs investigations and

Ciriculum Vitae – Jeffrey B. Love

work place violence issues

Lecturer – *Various Workers’ Compensation Management Groups* regarding work place violence issues

Lecturer – *Orange County Police Chaplains’ Association* regarding priest/penitent privilege.

Consultant/Expert Witness – *The Oceanside Police Department* regarding sexual harassment litigation.

Consultant/Expert Witness -- *The El Cajon Police Department* regarding sexual harassment litigation.

Consultant -- *The City of Chino* regarding sexual harassment and work place violence issues.

Consultant – *The City of South El Monte* regarding sexual harassment matters.

Consultant – *The University of California at Riverside Police Department* regarding sexual harassment issues.

Consultant – *The City of El Segundo* regarding worker’s compensation fraud.

Consultant – *Ventura County Community College District, Maywood Police Department, Huntington Park Police Department, Southgate Police Department, Poway Fire Department, City of Ontario, Monterey Park Police Department, Hermosa Beach Police Department, City of Whittier, City of Lynwood, City of La Quinta, Coachella Valley Mosquito and Vector Control District, City of Torrance, Port of Long Beach, City of Hesperia and several others agencies* regarding internal affairs/administrative investigation matters, management audits and neutral hearing services.

Consultant/Trainer – *The Torrance Police Department* regarding police officer court testimony.

Consultant/Volunteer – *The Women’s Walk-in Resource Center, Fullerton, California* regarding organizing and staffing a monthly legal clinic for indigent clients.

Deputy City Prosecutor – *City of La Mirada, City of Brea, City of West Covina, City of Upland, City of Rolling Hills Estates*

References:

Available upon request

EXPERIENCE JL Group LLC • 2020 – Current

Investigator • January 2020 – Current

- Conduct workplace investigations

3SI Security Systems • 2018 – 2020

Special Projects Coordinator

- Law Enforcement Liaison and Trainer

Newport Beach Police Department • 2000 – 2018

Detective Division • January 2017 – January 2018

- Deputy Chief / Division Commander

Office of the Chief of Police • April 2014 – January 2017

- Executive Officer
- Manage Professional Standards Unit
- Manage Community Relations
- Manage Media Relations / PIO

Detective Division • October 2012 – April 2014

- Detective Lieutenant – Manage Detective Operations

Patrol Division • June 2010 – October 2012

- Lieutenant Watch Commander
- Manage Canine Operations
- Manage Jail Operations as Jail Administrator

Support Services Division • October 2008 – June 2010

- Personnel and Training Sergeant
- Hostage Negotiation Supervisor

Patrol Division • November 2006 - October 2008

- Patrol Sergeant
- Reserve Unit Supervisor
- EOC Supervisor
- Hostage Negotiation Supervisor

Support Services Division • November 2004 – November 2006

- Polygraph Examiner / Background Investigator
- Recruitment Officer
- Reserve Coordinator

Traffic Division • October 2001 – November 2004

- Motorcycle Officer

Patrol Division • August 2000 – October 2001

- Patrol Officer

Los Angeles Police Department • 1996 – 2000

Detective Division • August 1998 – August 2000

- Harbor Gang Unit
- South Bureau Mobile Field Force
- Harbor Division Training Unit

Patrol Division • August 1996 – August 1998

- Harbor Division Patrol Officer
- Rampart Division Patrol Officer
- Rampart Division Special Enforcement Unit

EDUCATION

- Trident University – Masters Business Administration
- CSULB – Bachelor of Science Degree
- Coastline College – Associates Degree
- Sherman Block Supervisory Leadership Institute
- FBI National Academy Class 252

CERTIFICATES

- POST Management Certificate
- State of California Private Investigators License
#PI188683

MEMBERSHIPS

- Association of Workplace Investigators
- FBI National Academy Associates
- California Police Officers Association
- Fraternal Order of Police

REFERENCES

- Available upon request

BEACH PRIVATE INVESTIGATIONS, LLC (PENDING) DAN JENKS-OWNER/QUALIFIED MANAGER

325 16th Street, Seal Beach, CA. 90740 · (562) 335-2691

DTJ004@gmail.com

EXPERIENCE

1984 – 2020 (RETIRED 3/31/2020)

HOMICIDE DETECTIVE SUPERVISOR/EXPERT, LOS ANGELES POLICE DEPARTMENT-
ROBBERY-HOMICIDE DIVISION

30 YEARS INVESTIGATIVE EXPERIENCE, 5 YEARS PATROL/SPECIALIZED UNIT
SUPERVISOR, SECTION OFFICER IN CHARGE

CERTIFICATIONS

CALIFORNIA BUREAU OF SPECIAL INVESTIGATIONS PRIVATE INVESTIGATOR QUALIFIED
MANAGER LICENSEE (APPLICATION IN PROCESS)

ADVANCED & SUPERVISORY CALIFORNIA P.O.S.T. CERTIFICATES

CALIFORNIA POST CERTIFICIED INSTRUCTOR

ROBERT PRESLEY INSTITUTE OF CRIMINAL INVESTIGATION INSTRUCTOR

SKILLS

- Investigative Policy & Procedure Subject Matter Expert, Los Angeles City Attorney's Office
- Investigative Incident Command Development & Structure
- Search Warrant & Wiretap Expert
- Court Qualified Narcotics & Gang Expert
- International Homicide Consultant
- Contributor, LAPD Informant Manual
- P.O.S.T. Certified Course Curriculum Development

ACTIVITIES

Assigned as the lead investigator on multiple high profile/media intensive murder cases including the death of active duty law enforcement officers. Mentored Investigators with complicated multi-jurisdictional investigations and large-scale tactical operations. Supervised and managed sworn and civilian personnel including performance evaluations, complaints, and conflict resolution. Interview board member for internal selections and promotions including background investigations for finalist.

Guest Lecturer for national and international professional seminars and symposiums on complex investigative strategies. Regular participant in the Los Angeles Police Protective League sponsored 120 mile Baker to Vegas team relay.

REFERENCES

Captain III Jonathan Tippet
Los Angeles Police Department
Commanding Officer Robbery-Homicide Division
100 West First Street, 5th Floor
Los Angeles, CA 90012
(213)

Deputy City Attorney Surekha A. Shepherd
Office of the City Attorney
Police Litigation Unit
200 N. Main Street-City Hall East 6th Floor
Los Angeles, CA 90012
(213) 978-7036
Surekha.Shepherd@lacity.org

NOTABLE INVESTIGATIONS

1996 Murder of 82-year-old Viola McClain & gang sexual assault of 13-year-old developmentally disabled girl.

<https://www.latimes.com/archives/la-xpm-1997-aug-16-me-23257-story.html>

2000 Damian “Football” Williams Robbery/Murder Case (formerly convicted for his involvement at the flash point of the 1992 LA Civil Unrest)

http://content.time.com/time/specials/2007/la_riot/article/0,28804,1614117_1614084_1614510,00.html

2001 Venice murder of Community Police Advisory Board member James Richards and Subsequent Federal Continuing Criminal Enterprise Indictment

https://en.wikipedia.org/wiki/James_Edwin_Richards

2003 Subsequent Racketeering Influenced Corrupt Organization (RICO) & separate Narcotics Indictment of 99 Defendants following the Murder of Burbank Police Officer Matthew Pavelka and Attempted murder of Officer Gregory Campbell

<https://www.dea.gov/sites/default/files/divisions/la/2007/la042407p.html>

Bifurcated Murder Trial of Horacio Yepiz

<https://caselaw.findlaw.com/us-9th-circuit/1605125.html>

2004 Armored Truck Guard Robbery/Murder at Bank of America and separate Gang Conspiracy to murder an LAPD surveillance detective

<https://www.casemine.com/judgement/us/5914fb2badd7b049349ac012>

2008 murder of Off Duty LASD Deputy Juan Abel Escalante and subsequent (87) Defendant RICO Indictment

<https://www.justice.gov/usao-cdca/pr/leader-avenues-gang-sentenced-25-years-prison-federal-racketeering-case-murder-and>

2011 Bryan Stow- Giants fan beaten at Dodger Stadium on opening day
https://www.espn.com/los-angeles/mlb/story/_/id/10489372/two-men-admit-guilt-dodger-stadium-attack-bryan-stow

2011 New Year's Arsonist Harry Burkhardt lit 51 fires in a matter of days
https://en.wikipedia.org/wiki/2011%E2%80%9312_Los_Angeles_arson_attacks

2012 Murder of Maldivian Parliamentary Member- Consultant with the Federal Bureau of Investigation
<https://maldivesindependent.com/crime-2/dr-afrasheem-killed-by-jihadi-group-linked-to-al-qaeda-149248>

2012 Manson Murderer Tex Watson 1969 tapes recovered in 2012 from his Attorney's Estate with a search warrant
<https://www.mansonfamily.net/news/another-crack-at-freedom-for-leslie>

2013 Kidnap/Sexual Assault of 10-year girl from her bedroom in the dark of night
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