



**Center for Policing Equity's Scope of Work
for the City of Ithaca Public Safety Redesign**

Working Group Operations

Support community engagement efforts for the implementation of recommendations to ensure underrepresented voices are centered based upon the focus of Executive Order 203

1. Design onboarding schedule
2. Identify training needs for the working group (i.e. Budget 101, level setting with Dr. Acosta)
3. Stipend budget for the working group (see budget outlined attached)
4. Design working group structure (10-15 people per working group with lead group made up of 12 people max.), operating guidelines, goals, shared vision, and meeting cadence
 - a. Working group structure will include a young people working group that will be incorporated into larger conversations
 - b. Bi-Weekly, 90 minute meetings with additional special topic briefings as needed
5. Recruitment Plan/Off-boarding

Administrative

1. Coordinate design of communications plan
2. Administrative support for scheduling, meeting preparation, and workgroup communications
3. Hiring of a Project Manager (Serve as project managers for the City of Ithaca Task Force for the Redesign of the Police Department)
4. Prepare budget proposal (collaboration with city budget office)
5. Creation of Recommendations Report
6. Coordination between Ithaca and Tompkins County project teams
7. Facilitation of Community Town Halls and subcommittee meetings
8. Creation of project timeline and community involvement (intentionally including young people)
9. Distribution and collection of Non-disclosures from CPE and Working Group members
10. Subcontractors (i.e. cost benefit analysis)
11. Logistics for site visits



Project Design

Provide content expertise to support the development of an alternative response model that centers equity in the delivery of services.

1. Data Analysis and research data recommendations
2. Proposal of Dept. of Public Safety to include:
 - a. Naming Conventions
 - i. Name of the department
 - ii. Title of the director
 - iii. Titles of the unarmed workers
 - iv. Titles of the armed workers
3. Personnel deployment strategy, including:
 - a. Delineated call type responsibility (sub-committee)
 - b. Staffing levels/shift assignment (sub-committee)
 - c. Beat designs
 - d. Training (armed/civilian/joint)
 - e. Job Descriptions/Titles
 - f. Equipment needs/technology
4. Community process for Call type delineation/naming Department
5. Proposed Operating Budget for new department

***There is a budget component of the work to be submitted to the city of Ithaca**

Svante Myrick

Svante Myrick, Mayor of Ithaca

Dr. Tracie L. Keese 6/7/21

Dr. Tracie L. Keese, SVP of Justice Initiatives
Center for Policing Equity

	Budgeted Spending		15 weeks until 9/1
6/2021-6/2022			
Working Groups Stipends			
1 working group (max 12 people)	\$12,000		
3 sub committees (10-15 each)	\$15,000		
Historian	\$500.00		
Total	\$27,500		
Working Groups Support			
Meeting spaces (possibly getting a donation)	N/C		
Onboarding (Dr. Acosta)	CPE Cost		
Recruitment (social media, flyers)	\$2,000		
Total	\$2,000		
Social Media / Comms			
Swag: Tshirts, bags	\$5,000		
Printing (flyers, pamphlets- training, roadmap, paper application for working groups)	\$2,500		
Campaign on Instagram, Twitter, Facebook, TikTok, SnapChat	\$7,500		
Town Halls (Moderator)	CPE		
Total	\$15,000		
Contracted Partners			
Project Manager for CPE (contract)	\$19,000		
A&H Analytics	CPE		
Total	\$19,000		
Data (estimated)			
Workload analysis	\$15,000		
Staffing analysis	\$25,000		
Cost Benefit analysis	\$42,000		
Beat Design	10,000		
Demand Analysis	\$10,000		
Data Cleaning	\$10,000		
Total	112000		
Total 2021-2022	\$175,500		
6/2022-6/2023			
Social Media / Comms			
Swag: Tshirts, bags	\$5,000		
Printing (flyers, pamphlets- training, roadmap, paper application for working groups)	\$2,500		

Campaign on Instagram, Twitter, Facebook, TikTok, SnapChat		\$7,500			
Town Halls (technology)	N/A				
Total		\$15,000			
Contracted Partners					
Project Manager for CPE (mid-Salary Band)		\$95,000			
A&H Analytics	N/A				
Total		\$95,000			
Implementation					
Implementation Team		\$500,000			
Total		\$500,000			
Total 2022-2023		\$610,000			
Grand Total 2021-2023		\$785,500			