

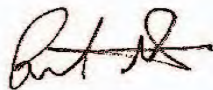
ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 04/11/2011

Item No.: 12.b

Department Approval

City Manager Approval



Item Description:

REORGANIZATION OF THE POLICE DEPARTMENT

BACKGROUND

In September of 2009 Chief Carol Sletner retired from the Roseville Police Department. Since that time the Department has been administratively understaffed.

OBJECTIVE

The Police Department, as approved by the City Manager, wishes to restructure in order to perform public safety services in a more efficient manner to suit today's public safety needs, while allowing for career enhancements and succession planning for the Department. The Department is requesting the City Council approve the restructuring as presented below. The 2011 Budget contains sufficient resources to afford the restructure and approximately twenty thousand dollars of salary funds will be saved in the process. Salary savings could be used for capital expenses or applied toward funding a retail officer position as part of a future request. This position was outlined in the 2011 Council/ Department Head Planning Session as an "Ought to Do" in the near future. The retail community would be tasked to fund the remaining salary of the sworn officer.

The restructure process includes:

1. Add two lieutenant positions- Administrative and Investigative. The Department currently operates with one lieutenant- Operations- which would be retained affording the Department with three lieutenants. The Department would promote two current sergeants to lieutenant via a Police Civil Service certified testing process. The addition of two lieutenants in the Department would be in line with other metro police agencies of our size. The Human Resources Manager has adapted the job description to include the Administrative and Investigative Lieutenant and the current Lieutenant pay scale has not been affected. At this time the Department would not ask to fill a rank between lieutenant and chief of police and the sworn staff would be voluntarily reduced from 49 to 48.

Summary of Lieutenant job description: To assist the Police Chief in the planning, senior leadership, operations, and administration of the police department. Plans and directs the activities of the assigned police function; including supervision, development, budgeting, analysis and troubleshooting, and administrative reporting and recordkeeping.

The lieutenant helps the Chief define, establish and attain overall goals and objectives of the Police Department and performs specialized duties as assigned. This position is an exempt police administrator whose primary objective is to effectively lead and command a department division in conformity with city and departmental goals and objectives, community interests and within the parameters as defined by law, code and city/departmental policies and procedures.

Police Lieutenants will rotate periodically, as determined by the Chief, between the Department's Patrol,

Investigation, and Administrative units as described below:

Patrol Division provides leadership and supervision of assigned officers and civilian personnel to ensure effective and efficient delivery of law enforcement services within the context of goals and objectives outlined by the department.

Investigative Division provides leadership and supervision of assigned officers including the Juvenile, Family Violence, and the School Liaison as well to ensure effective and efficient delivery of investigative services.

Administrative Division provides leadership and supervision of assigned personnel and will assist in fulfilling day-to-day needs of the department such as scheduling, equipment maintenance, purchasing, planning, budget management, research and similar activities. This position provides administrative assistance to the Police Chief in all matters relative to the supervision of the police department.

2. Add a Lead Community Service Officer position- This civilian position would replace the current Administrative Sergeant (sworn officer) position and would provide direct supervision to the part-time Community Service Officer (CSO) positions, maintain the Department's fleet of vehicles and inventoried assets, among other duties. The Human Resources Manager has authored the job description and assigned a pay grade of 8 through a job analysis of the position in the City's Non-Exempt, hourly pay system for City staff. The Lead CSO position is integral to the Department's restructuring plan.

Summary of Lead CSO job description: To supervise, coordinate, and administer the day to day activities of the Community Service Officer Program and the Police Department's fixed assets. Assists with Community Service Officer function and performs duties as necessary.

3. Add a third part-time CSO position- In 2009 the Department's CSO staff was reduced from four part-time positions to two part-time positions. The Department depends quite heavily on CSOs for animal control, transporting arrested parties to jail and Detox, providing courtesy transports after traffic crashes, transporting juveniles to shelter homes, transporting Department vehicles to maintenance appointments, etc. The current CSO pay scale has not been affected. Adding a third CSO would greatly assist the Department and the public in public safety efforts.

FINANCIAL IMPACTS

The entire reorganization is currently funded in the 2011 Budget and provides for approximately twenty thousand dollars in salary savings.

STAFF RECOMMENDATION

The City Manager and Police Department are recommending approval to restructure the Police Department as presented above.

REQUESTED COUNCIL ACTION

Request Council approval to restructure the Police Department as presented above.

Prepared by: Chief Rick Mathwig

Attachments: A. Proposed Organizational Chart

*Roseville Police Department
Organizational Chart
2011*

