



# CITY OF LODI

# COUNCIL COMMUNICATION

**AGENDA TITLE:** Approve Classification Changes in the Police Department and Approve New Class Specifications and Salary Ranges for Dispatch Supervisor and Police Records Clerk Supervisor

**MEETING DATE:** May 17, 2000

**SUBMITTED BY:** Human Resources Director

**RECOMMENDED ACTION:** That City Council approve Classification Changes in the Police Department and Approve New Class Specifications and Salary Ranges for Dispatch Supervisor and Police Records Clerk Supervisor

**BACKGROUND INFORMATION:** Several Police Lieutenants and Sergeants were assigned the responsibility of gathering input from police department personnel regarding reorganization options. After approximately one year of review, and total department input, the committee recommended a reorganization plan which included the following changes to positions. This reorganization will enhance the effort of the department with a minimum of monetary expenditure, while better serving the community's needs and accomplishing the Police Department's goal of continued crime reduction.

The areas of reorganization that require position reclassification are:

**Reallocate one (1) Lieutenant position to Police Sergeant**

Position Title	Current no. of positions	Proposed no. of positions
Lieutenant	7	6
Police Sergeant	8	9

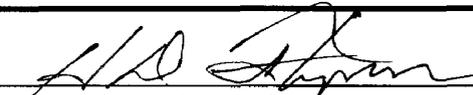
The Police Chief has made an earlier commitment to City Council to make this change. It is recommended that City Council approve the reallocation of one Lieutenant position to Police Sergeant. This will not increase the number of budgeted positions within the department.

**Reallocate one (1) Police Officer position to Police Corporal**

Position Title	Current no. of positions	Proposed no. of positions
Police Officer	53	52
Police Corporal	6	7

This additional Corporal position will be assigned to the Investigations Unit to assist the Administrative Sergeant. It is recommended that City Council approve the reallocation of one Police Officer position to Police Corporal. This will not increase the number of budgeted positions within the department.

APPROVED: \_\_\_\_\_

  
H. Dixon Flynn - City Manager



# CITY OF LODI

# COUNCIL COMMUNICATION

### Reallocate two (2) Community Service Officer positions to Dispatcher/Jailer

Position Title	Current no. of positions	Proposed no. of positions
Community Service Officer	6	4
Dispatch/Jailer	13	15

Two of the Community Service Officer (CSO) positions are vacant. The department wants to move forward with plans to replace CSO positions with Dispatcher/Jailer positions through attrition. It is recommended that City Council approve the reallocation of two Community Service Officer positions to Dispatcher/Jailer. This will not increase the number of budgeted positions within the department.

### Reallocate two (2) Lead Dispatcher/Jailer positions to Dispatch Supervisor

Position Title	Current no. of positions	Proposed no. of positions
Lead Dispatcher/Jailer	4	2
Dispatch Supervisor	0	2

All of the Dispatcher positions (not just Leads) are currently supervised by only one Police Lieutenant. The addition of two (non-midmanagement) supervisors will resolve span of control issues. It is recommended that City Council approve the reallocation of two Lead Dispatcher/Jailer positions to Dispatch Supervisor. This will not increase the number of budgeted positions within the department.

The Dispatch Supervisor presented here represents a new class specification with a new salary range. If approved by City Council, this classification will be placed in the Lodi Police Dispatchers Association Unit. It is recommended that City Council approve the attached Class Specification for Dispatch Supervisor (Exhibit A), with the following salary range:

A	B	C	D	E
\$3,115.22	\$3,270.98	\$3,434.53	\$3,606.25	\$3,786.57

### Reallocate one (1) Police Records Clerk III to Police Records Clerk Supervisor

Position Title	Current no. of positions	Proposed no. of positions
Police Records Clerk III	3	2
Police Records Clerk Supervisor	0	1

One of the Police Records Clerk III's currently provides lead direction to six Police Records Clerks. The department proposes the creation of this (non-midmanagement) Police Records Clerk Supervisor position as a more appropriate match for the duties which must be performed in the Records Unit. It is recommended that City Council approve the reallocation of one Police Records Clerk III to Police Records Clerk Supervisor. This will not increase the number of budgeted positions in the department.

APPROVED: \_\_\_\_\_

H. Dixon Flynn -- City Manager



# CITY OF LODI

# COUNCIL COMMUNICATION

The Police Records Clerk Supervisor presented here represents a new class specification with a new salary range. If approved by City Council, this classification will be placed in the Lodi Police Dispatchers Association Unit. It is recommended that City Council approve the attached Class Specification for The Police Records Clerk Supervisor (Exhibit B), with the following salary range:

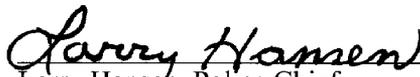
A	B	C	D	E
\$2,244.72	\$2,356.95	\$2,474.80	\$2,598.54	\$2,728.47

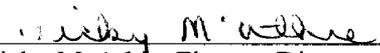
It is important to note that this reorganization will not result in any incumbent in any position losing their job or being reclassified into a lower or higher position. Every change enumerated above will be accomplished through the use of existing vacancies or attrition. Any new position created will be filled through the competitive recruitment process.

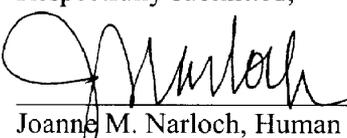
As a component of this reorganization plan, the Police Department also plans to establish a program whereby temporary part-time Police Officers will be used to provide park patrol coverage. These officers will be paid entirely with federal block grant funds. The addition of these temporary part-time Police Officers will increase the department's coverage of City parks.

Police Chief Larry Hansen indicates his number one objective is to find ways to enhance the department's level of police services. At the same time he is charged with keeping operating costs as efficient as possible. These changes accomplish both objectives.

**FUNDING:** Each reallocation described above will result in either an increase or a decrease in annual operating expenditures. This entire reorganization plan will impact the police operating budget with a net annual expenditure of approximately \$1,400.00. This cost will be absorbed within the department operating budget.

  
Larry Hansen, Police Chief

  
Vicky McAthie, Finance Director

Respectfully submitted,  
  
Joanne M. Narloch, Human Resources Director

coordinated with: Jerry Adams, Police Captain

APPROVED: \_\_\_\_\_  
H. Dixon Flynn – City Manager

May, 2000

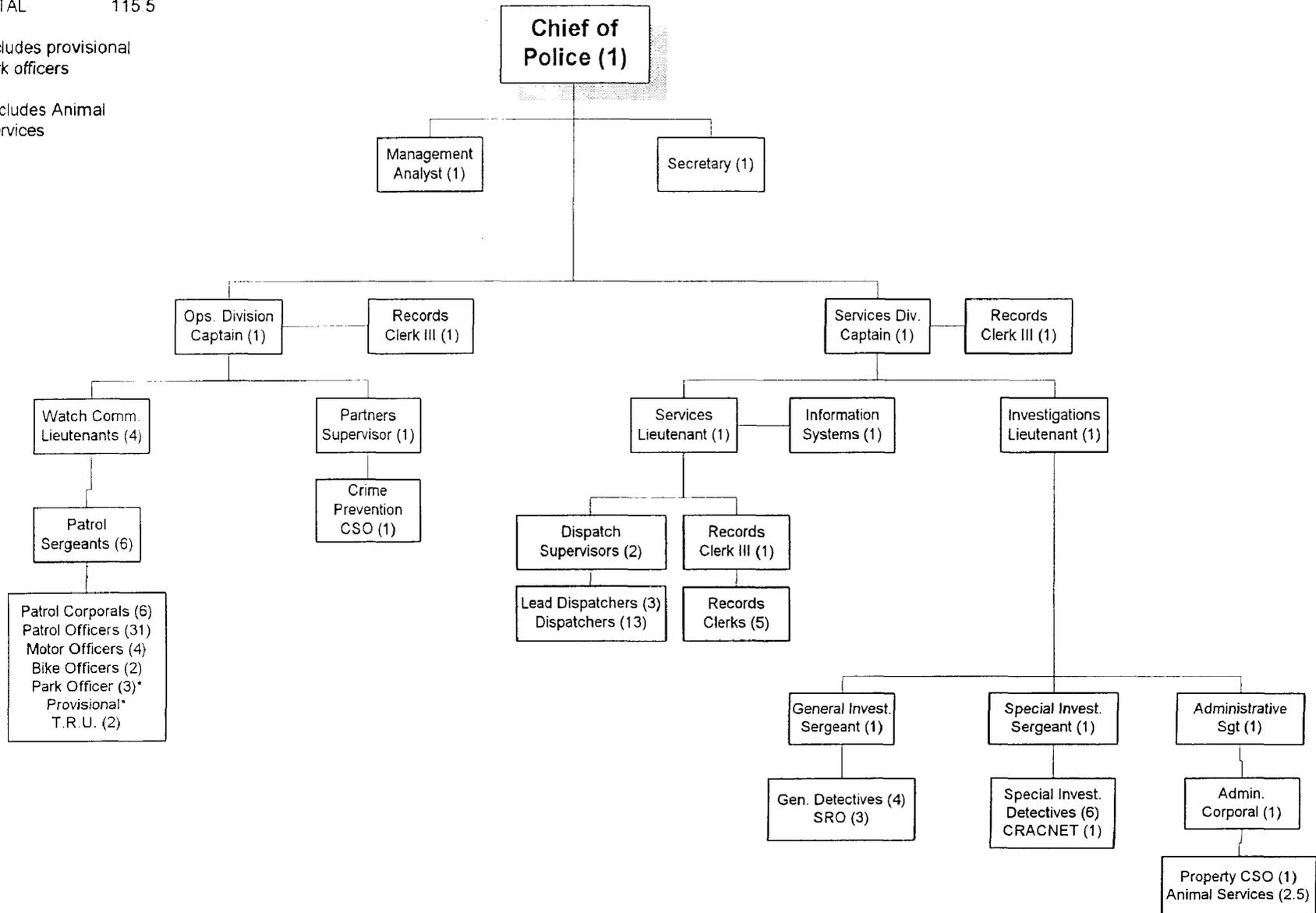
Total Sworn 80\*  
Total Civilian 35.5\*\*

TOTAL 115.5

\*Includes provisional  
park officers

\*\*Includes Animal  
Services

### Lodi Police Department - Orginizational Chart 2000



CITY OF LODI

"Date"

## DISPATCH SUPERVISOR

### DEFINITION

Under general direction, supervises activities of assigned Dispatcher/Jailers. Performs related responsibilities as required.

### DISTIGUISHING CHARACTERISTICS

This is the supervisory level of the Dispatcher/Jailer series. This class is distinguished from the Lead Dispatcher/Jailer by the level of difficulty, complexity of work performed and supervisory responsibilities. Positions in this class require frequent use of a high degree of independent judgement in making decisions in accordance with established rules and procedures.

### SUPERVISION EXCERCISED AND RECEIVED

This position provides direct and indirect supervision over Lead Dispatcher/Jailers and Dispatcher/Jailers. Reports directly to a Police Lieutenant and receives direction from the Police Captain responsible for the division.

### EXAMPLES OF DUTIES

- Assigns, trains, schedule, monitors and evaluates work of Lead Dispatcher/Jailers and Dispatcher/Jailers;
- Interviews and tests applicants; recommends hires;
- Assists in training new Dispatcher/Jailers;
- Conducts Internal Affairs Investigations and recommends and administers appropriate discipline;
- Conducts trace inspections to ensure compliance with department policies and procedures;
- Prepares tape recordings, and/or testifies in court as required;
- Assists Dispatcher/Jailers in handling difficult situations and overload;
- Receives and handles Dispatch complaints and emergency reports;
- Recommends policy and procedural changes to support efficiency;
- Oversees equipment repair;
- Prepares inventories and maintains supplies for Dispatch Center and Jail;
- Updates manuals, reference materials and Computer Aided Dispatch (CAD) system;
- Assist in preparing the Dispatch unit operating budget;
- Writes supplemental reports;
- Performs other related duties as required.

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## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

- Operation of communication equipment, computers, and peripheral equipment including related software;
- Interrelationship of local and statewide telecommunications system;
- Recent technology in law enforcement communications;
- State and local jail regulations pertaining to prisoner admittance, supervision and release;
- Policies and procedures of dispatch/jail operations and relevant departmental policies and procedures;
- First Aid and CPR procedures;
- Principles and practices of supervision, training and performance appraisal.

### **Ability to:**

- Respond to incoming calls and dispatch appropriately;
- React quickly, calmly and exercise good judgment in coordinating dispatching operations during emergency situations;
- Speak clearly and concisely with good modulation;
- Effectively communicate and deal with agitated or emotionally distraught citizens to elicit necessary information;
- Admit and supervise prisoners including physically escort, direct or restrain and control combative prisoners by use of proper restraint techniques and handcuffing procedures;
- Exercise judgement, tact and common sense in resolving difficulties and problems in the dispatch center and jail;
- Set priorities and perform numerous tasks simultaneously;
- Analyze operations and assess subordinate personnel assignments;
- Identify performance deficiencies, recognize proficient or exceptional performance, and prepare concise written evaluations for Dispatcher/Jailers;
- Formulate and implement general orders, policies and procedures;
- Write effectively for the completion of reports, evaluations, and other documents;
- Support policies and procedures of the Lodi Police Department toward the accomplishment of departmental goals and objectives;
- Establish and maintain effective working relationships with those contacted during the course of work.

## **EDUCATION AND EXPERIENCE**

- Any combination equivalent to education and experience that would likely produce the required knowledge and abilities. A typical combination is:

**Education:**

- Equivalent to the completion of high school.

**Experience:**

- Two years of experience performing duties equivalent to the Dispatcher/Jailer in the City of Lodi.

**LICENSES AND CERTIFICATES**

- Possession of a valid Driver's License (Class C) issued from the California Department of Motor Vehicles.

## POLICE RECORDS CLERK SUPERVISOR

### DEFINITION

Under general direction, performs the most complex and responsible Police Records clerical duties. Provides training and supervises activities of assigned Records Clerks. Performs related responsibilities as required.

### DISTINGUISHING CHARACTERISTICS

This is the supervisory level of the Police Records Clerk series. This class is distinguished from the Police Records Clerk III by the level of difficulty and complexity of work performed and supervisory responsibilities. Positions in this class require frequent use of a high degree of independent judgement in making decisions in accordance with established rules and procedures.

### SUPERVISION EXERCISED AND RECEIVED

This position provides direct and indirect supervision over Record Clerks III/II/I. Reports directly to a Police Lieutenant and receives direction from the Police Captain responsible for the division.

### EXAMPLES OF DUTIES

- Audits law enforcement-related data and statistical reports, verifies information against written reports, and makes corrections;
- Advises other staff within area of expertise on matters such as equipment and system operation, data coding, document processing, release of records, purges, and other activities;
- Researches data and records and prepares special reports, bulletins, and other information;
- Responds to inquiries regarding specialized areas of departmental operations, regulations, policies, and judicial procedures;
- Receives and handles Records complaints and recommends disciplinary action;
- Provides training to sworn and non-sworn staff on specialized procedures, required documents and computer operation;
- Assist in preparing the Records Unit operating budget;
- Enters data, codes and recodes crimes for reporting using national hierarchical coding system;
- Researches and adds missing data from crime reports when available;

**EXAMPLES OF DUTIES (cont.)**

- Types more complex or sensitive documents such as criminal investigation reports, search warrants, subpoenas, and related materials;
- Coordinates with other agencies on special activities such as extradition paperwork;
- Maintains specialized records, logs, and manuals;
- Composes correspondence regarding assigned area of activity;
- May provide secretarial services to a major division head;
- May function as acting supervisor of a clerical function in the absence of the regular supervisor.

**MINIMUM QUALIFICATIONS**

**Knowledge of:**

- Systems and procedures for processing, maintenance, retrieval and release of police records;
- Applicable laws, codes, regulations, and policies;
- Basic operating principles, equipment and systems used in automated law enforcement recordkeeping;
- Functions and authorities of the department and other criminal justice agencies;
- Office methods and procedures; filing and recordkeeping;
- Operation of personal computer, related software, peripheral equipment, and standard office equipment;
- English grammar, spelling and punctuation.

**Ability to:**

- Instruct and train others in procedures, operations, and document processing;
- Interpret and apply complex rules and regulations to requests for confidential and public law enforcement related information;
- Prioritize work and coordinate several activities simultaneously;
- Operate standard and specialized office equipment including computer terminals and teletypes;
- Organize and maintain complex files and records;
- Establish and maintain effective working relationships with those contacted in the course of the work;
- Type accurately at a speed necessary for adequate job performance;
- Assign, supervise, train and evaluate the work of subordinate personnel.

**EDUCATION AND EXPERIENCE:**

- Any combination equivalent to education and experience that would likely produce the required knowledge and ability. A typical combination is:

**Education:**

- Equivalent to the completion of high school and an accredited course in law enforcement records management.

**Experience:**

- Two years of experience performing duties equivalent to Police Records Clerk II in the City of Lodi.

**LICENSES AND CERTIFICATES:**

- Possession of a valid Driver's License (Class C) issued from the California Department of Motor Vehicles.

RESOLUTION NO. 2000-85

A RESOLUTION OF THE LODI CITY COUNCIL APPROVING  
CLASSIFICATION CHANGES IN THE POLICE DEPARTMENT, AND FURTHER  
APPROVING NEW CLASS SPECIFICATIONS AND SALARY RANGES FOR  
DISPATCH SUPERVISOR AND POLICE RECORDS CLERK SUPERVISOR  
=====

WHEREAS, a committee comprising of several Police Lieutenants and Sergeants was formed to gather input from police personnel regarding reorganization options; and

WHEREAS, after review of that information, the following changes are recommended:

- 1) Reallocate one (1) Lieutenant position to Police Sergeant; and
- 2) Reallocate one (1) Police Officer position to Police Corporal; and
- 3) Reallocate two (2) Community Service Officer positions to Dispatcher/Jailer; and
- 4) Reallocate two (2) Lead Dispatcher/Jailer positions to Dispatch Supervisor, approve a new class specification as shown on Exhibit A attached, and salary range for Dispatcher Supervisor as shown below, and placing this position in the Lodi Police Dispatchers Association Unit:

A	B	C	D	E
\$3,115.22	\$3,270.98	\$3,434.53	\$3,606.25	\$3,786.57

- 5) Reallocate one (1) Police Records Clerk III to Police Records Clerk Supervisor, approve a new class specification as shown on Exhibit B attached, and salary range for Police Records Clerk Supervisor as shown below, and placing this position in the General Services Unit:

A	B	C	D	E
\$2,244.72	\$2,356.95	\$2,474.80	\$2,598.54	\$2,728.47

NOW, THEREFORE, BE IT RESOLVED that the Lodi City Council hereby approves and authorizes the reorganization changes of the Lodi Police Department and salary ranges as recommended above.

Dated: May 17, 2000  
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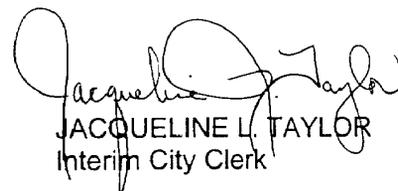
I hereby certify that Resolution No. 2000-85 was passed and adopted by the City Council of the City of Lodi in a regular meeting held May 17, 2000, by the following vote:

AYES: COUNCIL MEMBERS – Hitchcock, Land, Nakanishi, Pennino  
and Mann (Mayor)

NOES: COUNCIL MEMBERS – None

ABSENT: COUNCIL MEMBERS – None

ABSTAIN: COUNCIL MEMBERS – None



Jacqueline L. Taylor  
JACQUELINE L. TAYLOR  
Interim City Clerk

CITY OF LODI

May 17, 2000

## DISPATCH SUPERVISOR

### DEFINITION

Under general direction, supervises activities of assigned Dispatcher/Jailers. Performs related responsibilities as required.

### DISTIGUISHING CHARACTERISTICS

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### SUPERVISION EXCERCISED AND RECEIVED

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## **MINIMUM QUALIFICATIONS**

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**POLICE RECORDS CLERK SUPERVISOR****DEFINITION**

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**EXAMPLES OF DUTIES (cont.)**

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