

CITY COUNCIL MEETING

January 21, 1981

POLICE DEPARTMENT REORGANIZATION

Agenda item "o" - "Police Department Reorganization" was introduced by Mayor Katnich who gave a brief history on the current organizational structure of the Police Department.

Councilman Murphy proposed that the position of Service Division Commander be filled by an officer of rank lower than that of captain and that the dollar savings of this action could then be spent in putting additional officers on the street.

Chief Yates was in the audience and responded to questions regarding the department as were posed by the Council. Chief Yates gave a history of the department staffing as it existed previous to 1975, discussed the POST survey that was conducted and the subsequent reorganization which was approved by the Council in 1975. Information concerning the responsibilities of each division was provided by the Chief of Police.

Councilman Hughes indicated he was opposed to Council discussing any type of reorganization of the Police Department as he felt the Council does not have expertise in this area. Councilman Hughes called for a recommendation from Chief Yates.

The adequacy of the class specifications for the Police Department were discussed.

A very lengthy discussion regarding the Department followed with questions being directed to the Chief of Police and the City Manager.

Mayor Pro Tempore McCarty then moved that for a one year trial period, a sergeant be appointed to supervise the Services Division and that the mid-management level be held at 4 lieutenants and 6 sergeants.

The motion died for lack of a second.

minutes to be submitted to the City Manager to the City Council.

The discussion concluded with no formal action being taken by the Council on the matter.

COUNCIL COMMUNICATION

6

TO: THE CITY COUNCIL

DATE

NO.

FROM: THE CITY MANAGER'S OFFICE

September 16, 1975

SUBJECT: Position Specifications - Police Captain, Police Lieutenant, & Police Sergeant

When the 1975-76 Budget was adopted, it included a reorganization of the middle management positions in the Police Department. Due to this reorganization, duties and job descriptions for Police Captain, Police Lieutenant, and Police Sergeant will change.

It is now necessary to change the City's class specifications for these positions, and Council is respectfully requested to approve the attached job specifications for Police Captain, Police Lieutenant, and Police Sergeant.



Jerry L. Glenn
Assistant City Manager

JLG:ar
Encls.

POLICE CAPTAINDEFINITION

Under direction, to plan and direct the work of a division of the police department; to create and supervise in-service training programs; when assigned, assumes responsibility for the department in the absence of the Chief of Police; and related work as required.

EXAMPLES OF DUTIES

Assumes charge of the personnel, activities and equipment of a specified division of the department; is responsible for proper supervision and coordination of assigned division; assists in the formulation and revision of general orders on policy and procedure; analyzes operations and assignments of subordinate personnel; prepares departmental work and vacation schedules; assists in preparation of annual budget estimate and periodic reports; initiates correspondence and prepares special reports; inspects and appraises work of subordinates; assists in case investigation and court presentations; investigates complaints regarding conduct of subordinate police personnel.

LICENSE

Possession of an appropriate California operator's license issued by the State Department of Motor Vehicles.

DESIRABLE QUALIFICATIONSKnowledge of:

Patrol and beat deployment;
Criminal law, investigation, interrogation and crime prevention methods;
Laws relating to apprehension, arrest and custody;
Rules of evidence pertaining to search and seizure;
Methods of relating to the collection, preservation, and presentation of physical evidence;
Courtroom procedure and testimony;
Principles of police science, administration and organization;
Traffic control;
Juvenile control;

and

Ability to:

Analyze problems and recommend effective solutions;
Write clear and comprehensive reports;
Establish and maintain cooperative working relationships with public officials, departmental employees and the general public;

DESIRABLE QUALIFICATIONS

and

Education: Equivalent to completion of the twelfth grade.

and

Experience: Six (6) years of increasingly responsible experience, at least three (3) of which must have been in a police supervisory capacity.

The intent of this listing of "Examples of Duties" is to describe the principal functions of the job. The description shall not, however, be construed as a complete listing of all miscellaneous, incidental or substantially similar duties which may be assigned during normal operations.

PATROL LIEUTENANT

DEFINITION

Under direction, to supervise and coordinate the activities and personnel during an assigned shift; and to supervise and administer the department during off-duty hours of higher ranking officers.

EXAMPLES OF DUTIES

Supervises a shift primarily responsible for general criminal investigation and traffic control; has command responsibility for the department in the absence of higher ranking officers; assigns and directs the work of police personnel during an assigned tour of duty; receives complaints and reports of emergencies and determines need for police action and directs and assists subordinates in handling difficult problems; supervises and inspects the work of personnel on assigned shift; reviews officers reports and reports of offenses; keeps working records in the general field to which assigned; questions suspects and prisoners; reviews and evaluates correspondence, evidence and information and determines needed action; makes regular inspections of personnel and equipment; coordinates and disseminates information, and related work as required.

LICENSE

Possession of an appropriate California operator's license issued by the State Department of Motor Vehicles.

DESIRABLE QUALIFICATIONS

Knowledge of:

Criminal law, with particular reference to apprehension, arrest and custody;
State and local traffic laws;
Rules of evidence, search and seizure;
Collection, preservation and presentation of physical evidence;
Courtroom presentation and testimony;
Traffic control and investigations;
Beat and patrol deployment;
Identification techniques;
Juvenile control procedures;

and

Ability to:

Schedule, organize, and supervise the work of subordinates;
Analyze situations and apply departmental rules and regulations effectively;

DESIRABLE QUALIFICATIONS continued

Write clear and comprehensive reports:
Establish and maintain cooperative working relationship with
public officials, departmental employees and the general
public;

and

Education: Equivalent to completion of the twelfth grade;

and

Experience: Four (4) years experience in law enforcement work,
at least two (2) years of which shall have been in a
supervisory capacity.

The intent of this listing of "Examples of Duties" is to describe the principal functions of the job. The description shall not, however, be construed as a complete listing of all miscellaneous, incidental or substantially similar duties which may be assigned during normal operations.

POLICE SERGEANTDEFINITION

Under supervision, performs first line field supervisory police work to assist and advise patrol officers and related personnel in crime prevention and law enforcement work and follow-up activities, with related work as required.

EXAMPLE OF DUTIES

Provides field supervision to subordinate personnel during an assigned shift, assuring they perform their duties in a satisfactory manner; provides guidance, leadership and direction to upgrade and improve individual and group performance; resolves questions or problems in the field; directly supervises or conducts investigations of crimes, traffic accidents or incidents; conducts crime scene searches; appears in court to present evidence or testimony, provides assistance, information to the general public; assists police officers to interpret criminal law and rules and regulations of the department, and may assume duties of higher ranking officers in their absence.

LICENSE

Possession of an appropriate California operator's license issued by the State Department of Motor Vehicles.

DESIRABLE QUALIFICATIONSKnowledge of:

Principles of patrol and beat deployment;
Criminal law, with particular reference to apprehension, arrest,
and custody;
Principles of police science and police administration;
Care and preparation of physical evidence;
Courtroom procedure and testimony;

and

Ability to:

Supervise a staff of subordinate officers;
Analyze problems and recommend effective solutions;
Write clear and comprehensive reports;
Establish and maintain cooperative working relations and
effective public relations;

and

DESIRABLE QUALIFICATIONS continued

Education: Equivalent to completion of the twelfth grade.

and

Experience: At least three (3) years experience in law enforcement work;

The intent of this listing of "Examples of Duties" is to describe the principal functions of the job. The description shall not, however, be construed as a complete listing of all miscellaneous, incidental or substantially similar duties which may be assigned during normal operations.

The City Manager recommended that the award be made to Valley Electric Company, the low bidder, in the amount of \$8,365.10.

On motion of Councilman Hughes, Ehrhardt second, Council adopted Resolution 4105 awarding the contract for the 1500 KVA pad-mounted transformer to be installed at the new Tokay High School to Valley Electric Company, the low bidder, in the amount of \$8,365.10.

POSITION SPECIFICATIONS FOR POLICE CAPT., LT., AND SGT. APPROVED

City Manager Graves informed the Council that when the 1975-76 Budget was adopted, it included a reorganization of the middle management positions in the police department. Due to this reorganization, duties and job descriptions for Police Captain, Police Lieutenant, and Police Sergeant will change. The City Manager presented for Council's perusal revised position specifications for Police Captain, Police Lieutenant, and Police Sergeant.

Councilman Ehrhardt moved that the position specifications be approved as presented for the positions of Police Captain, Police Lieutenant, and Police Sergeant. The motion was seconded by Councilman Katnich and carried unanimously.

AGENDA ITEM "1" CONTINUED

0:54

With Council's concurrence, Agenda Item "1" - "Transfer of funds from General Fund to Library Fund" was continued to the regular Council meeting of October 1, 1975.

ADVANCE TO LIBRARY APPROVED

1:27

The City Manager reported that for the past few years, it has been typical of the Library Fund to run short of money for operation before the large property tax money is received in December. Last year, the Library ran short in November; this year, however, it has run short in September, some two months earlier. The Library will need at least \$5,000 more in September, and \$20,000 each month for October and November, a total of \$45,000. As in the past, the Library will be able to repay the loan in December when the property tax check is received.

On motion of Councilman Katnich, Pinkerton second, Council approved a loan of \$45,000 to the Library until receipt of the tax check by the Library sometime in December.

JOINT MEETING OF LIBRARY BOARD AND CITY COUNCIL REQUESTED

Mayor Schaffer directed the City Manager to make arrangements for a joint meeting to be held in the very near future of the Library Board of Trustees and the City Council.

1) Council concurred that increases should be made in the charges for participation in the title range program.

2) Council concurred that additional informational data was needed on the Delta Advisory Planning Council request for funds; and on motion of Councilman Ehrhardt, Pinkerton second, funds in the amount of \$635.00 for the Delta Advisory Planning Council were included in the 1975-76 Budget, with the understanding that these funds are not to be expended without Council seeing evidence that this expenditure is satisfactory to the Council.

3) Requested that Staff research the possibility of Cities within the County and the County joining together for self-insurance.

X

4) On motion of Councilman Katnich, Pinkerton second, Council approved the reorganization of the Police Department allowing for a complement of three captains, four lieutenants, and four sergeants within the Department and increasing the proposed budget by \$3,960.00 by the following vote:

Ayes: Councilmen - Katnich, Pinkerton, and Schaffer

Noes: Councilmen - Ehrhardt and Hughes

Absent: Councilmen - None

5) City Manager Graves presented a proposal from Trotter Yoder and Associates to prepare an Updated Wastewater Revenue Program and Sewer Ordinance. It is suggested that the work be performed as an additional service under their existing contract on a time and materials basis with a maximum not to exceed \$5,500. It was pointed out that half of this amount is grant fundable under the sewer grant.

Council discussion followed, with Council concurring that Staff should explore the effect of an immediate 50% across-the-board sewerage service increase.

ORD. NO. 1057
INTRODUCED

On motion of Councilman Ehrhardt, Pinkerton second, Council then introduced Ordinance No. 1057 adopting the Operating Budget for 1975-76.

City Manager Graves presented for Council approval General Revenue Sharing Planned Use Report for Entitlement Period 6 as follows:

GENERAL REVENUE
SHARING PLANNED
USE REPORT FOR
ENTITLEMENT
PERIOD 6

Environmental Protection

Storm Drain - (School - Walnut) \$ 23,000

Storm Drain - (Century Blvd -
SP to Stockton) 9,000

Storm Drain (Stockton Street-
Kettleman to
Flora) 100,000

400 Depreciation	60,710	58,205	2,505	+ 4.3
500 Equipment & Structures	115,245	101,320	13,925	+13.7
600 Special Payments	1,532,835	1,626,935	- 94,100	- 5.8
	<u>11,396,130</u>	<u>8,919,365</u>	<u>2,476,765</u>	<u>+27.8</u>

100 Series - Personal Services

The 100 Series covers the expenditures for employee salaries and other personal services such as consultant fees. The total increase of \$616,770 is due to a number of factors. Salary increases granted last year, salary increases granted for next year, step increases earned this year and new positions added this year. Also included in this series are funds for hiring a labor negotiator for next year. It should be pointed out that if a comprehensive employer-employee relations bill is passed by either the State or the Federal Government which requires determining new bargaining units, rewriting contracts, holding elections for representation and the like, it will be necessary to spend additional funds for an attorney that specializes in this activity.

This year, it is necessary to add two positions to the budget. The requirements for testing of affluent at the sewage plant has increased to the point that there is approximately 160 manhours of tests required per week.

Many of these tests are performed by operators but the workload is such that a second Laboratory Technician is required. We have further been told by our Consultant who is working on the waste water plant that they will recommend that we have 2-1/2 Laboratory Technicians when the plant is completed. It is in the City's best interest that we add this position to the budget this year.

Included in this budget is also funding for a position of Data Services Supervisor in the Finance Department. This person will provide the technical expertise for the operation and program development for a computer.

We are recommending a reorganization of the middle management of the Police Department. As the size of the Department has grown and laws and procedures become more complex, the need for providing more appropriate first line supervision in the field has become necessary. This reorganization will require no additional personnel, but rather the upgrading of middle management positions. The reorganization will involve the following changes:

<u>Present</u>	<u>Proposed</u>
2 Lieutenants	6 Lieutenants
5 Sergeants	4 Sergeants
34 Patrolmen	31 Patrolmen

We have also included in the budget a salary of \$250 per month for the