

TO: Mayor Robinson and City Council

FROM: Jeffrey L. McCormick, Chief of Police

SUBJECT: Replacement Police Officer

DATE: May 28, 2014

BACKGROUND

On March 5th Officer Sather resigned after accepting a position with Red Wing. The City Council approved promoting Officer Edwinson to replace Officer Sather effective March 17th. The Police Commission met on March 18th to discuss the vacancy created by the promotion of Officer Edwinson. This was not a planned replacement so the Police Commission discussed first if the vacant position should be replaced, to which there was full agreement that was necessary. The Police Commission then discussed if that should be a part-time position again or moved to a full-time position. I recommended that the position be moved back to a full-time position, refilling one of the positions laid off at the end of 2010, because once trained a part-time officer is still looking for a full-time position and we risk losing them. The Police Commission unanimously agreed with replacing the position with a full-time officer, but asked that I prepare cost estimates and the impact on the 2014 budget as well to discuss the options with the new City Administrator. The Police Commission recommended that we again look at our Reserve Officers if we have at least two that would be license eligible.

The Police Commission met on May 6th so I could inform them on my findings. I first looked at the time that would be required to train a new officer; this would be the same regardless if full-time or part-time. The training period is about twelve weeks. I have previously looked to see if this could be reduced, but determined that the amount of information that needs to be covered really did not provide for cutting any time. The other concern I had with reducing the training time is the increased liability that failing to properly train can create for both the officer and the City. I then looked at the remaining part of the year and worked backwards to determine the best time for starting an officer. I feel that having the officer start August 18th and finishing training around November 8th would provide a limited impact on the budget. After looking at the wage savings from the difference of Officer Sather's wage and unused part-time officers I determined that the impact would be about \$7,300 for the remaining part of the year. This amount could be less as I am trying to limit the use of overtime to help offset the cost, but there are so many variables regarding overtime usage to put a solid number into the calculation at this time. I am concerned that pushing the starting date back could hurt hiring one of our license eligible Reserves as an increasing number of departments will be looking for officers, that will be occurring late summer, because of the expected retirements because of the PERA changes.

Based on this information the Police Commission unanimously approved moving forward with replacing the position with a full-time officer with a starting date of August 18th, assuming that all the necessary hiring steps would be completed by that date.

Based on the recommendation of the Police Commission I am requesting authorization to begin the selection process and hire a full-time officer. I will first open the position to our Reserves that would be license eligible by the hire date.

A tentative timeline would be:

June 3 rd	Council Approval
June 5 th	Position opening sent to Reserves
June 19 th	Application deadline (Time between allows for option if external posting is needed)
July 7-11	Interview
July 15 th	Select candidate to move forward
July 21-31	Background investigation
August 4-8	Psychological and Medical evaluations
August 5 th	Council Approval of hire for selected candidate pending results
August 18 th	Begin employment and training

STAFF RECOMMENDATION

I would recommend Council follow the unanimous recommendation of the Police Commission to hire a full-time officer and approve filling that position.

REQUESTED COUNCIL ACTION

Motion and approval to hire a full-time officer as recommended by the Police Commission.