

TO: Mayor Robinson and City Council

FROM: Jeffrey L. McCormick, Chief of Police

SUBJECT: Police Supervisor Hire

DATE: September 10, 2015

BACKGROUND

For the July 7th meeting I had prepared a memo regarding hiring a police supervisor and an officer hire to backfill an officer position if the supervisor was from within the department. The Police Commission met before the meeting and approved the job description and the plan for that hire, however, the job description had not been pointed yet, and the Police Commission recommended that the item be dropped from the agenda until that could be done.

On August 11th the City Administrator and I spoke with the consultant that he had working on the position pointing and now have the points which allows for placement on the City wage scale. The Police Lieutenant position description pointed at 319 points. The Police Commission also recommended that this matter be presented to the Personnel Committee on August 18th. The Personnel Committee also received the Market Study from the same consultant used to point this position during that same meeting. Based on the information the Personnel Committee received on the Market Study and the issues with our current wage scale/pointing, it was recommended that the job description duties be modified so that the position would point into Grade 13.

I am waiting to hear back from the consultant, so the modified position description is not attached with this memo, but will follow separately. I will be holding a joint Police Commission and Personnel Committee meeting before the City Council Meeting. The change will not be a deviation from the police supervisor concept you have seen.

It is important to get this process started so if a candidate is selected for promotion, we can fill that officer position from the same hiring process being used to fill the opening created by Officer Sullivan's resignation. At this point, I am requesting City Council approval to post the Police Lieutenant for internal promotion and begin the selection process to determine if there is an internal candidate recommended to fill this position. Based on the previous meeting I expect approval of this request by the Police Commission at the meeting prior to the City Council Meeting. The Police Lieutenant position would be a Grade 13, non-exempt position.

STAFF RECOMMENDATION

Recommend approval to post and hire a police lieutenant as recommended by the Police Commission.

REQUESTED COUNCIL ACTION

Motion and approval to post and hire a police lieutenant as recommended by the Police Commission.