

**TO:** Mayor Robinson and City Council

**FROM:** Jeffrey L. McCormick, Chief of Police

**SUBJECT:** Police Lieutenant Promotion

**DATE:** January 29, 2016

**BACKGROUND**

The Assistant Chief retired in February 2015. I made a decision to delay hiring a replacement to set-aside the wage savings to cover the relocation/installation costs for the generator for the City Hall/Police Department. During that time I have been working on a strategic plan for the Police Department staffing looking at the bigger picture than just the position created by the retirement. The first phase of that planning process is the creation and hiring of a Lieutenant position to fill the vacancy created by the retirement of the Assistant Chief. Since July 2015 I worked on this, preparing the job description, wage scale and the selection process that was utilized.

While this promotion has been delayed by the needs of hiring and training officers, I am very pleased to be coming to the City Council to request approval to promote Officer Joseph Berg to Police Lieutenant effective February 29. I picked that day because it is the beginning of a pay cycle and the side benefit is he will not have a promotional anniversary for four years.

Because the first City Council Meeting of March is the next day, the pinning ceremony will be held on March 1<sup>st</sup> during the City Council Meeting.

As previously discussed with Council this position will be a Grade 13.

**REQUESTED COUNCIL ACTION**

Motion and approval to promote Joseph Berg to the rank of Police Lieutenant and set his pay at Grade 13, Step 6 effective February 29, 2016.