

**TO:** Mayor Robinson and City Council

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

**SUBJECT:** Internal promotion to fill officer position

**DATE:** February 27, 2018

**BACKGROUND**

At the February 20, 2018 City Council Meeting, the City Council authorized hiring a replacement for the open position created by resignation of an officer. Lt. Berg and I considered the options for filling the position and felt that we wanted to consider our part-time and reserve officers to fill the position if possible. Both part-time officers were not interested at this time in the position. We then looked at our reserve officers, Reserve Officer Thomas Rambolt is license eligible and the only one eligible at this time.

Lt. Berg and I interviewed Reserve Officer Rambolt and feel that he is a qualified candidate and does have department and community experience. We would like to move forward with the hiring process for this internal promotion. That process would be conducting a background investigation, making a conditional offer to conduct medical and psychological evaluations, and making final offer once all parts of the selection process are successfully completed.

We believe that we would have Reserve Officer Rambolt starting mid-April. Reserve Officer Rambolt is license eligible right now, but after obtaining that status he returned to school to obtain his Bachelor Degree. He will graduate May 11, 2018. He is currently carrying a full credit load and working full time with a part-time job and is receiving benefits.

What Lt. Berg and I discussed was beginning the FTO training process with Reserve Officer Rambolt in mid-April and providing him flexibility in the total hours worked to allow him to complete his classes and graduate. We believe this would provide a win – win outcome. To accomplish this we would ask the City Council to approve hiring Thomas Rambolt as a Full-time officer and allow him to work between 33 and 40 hours a week until May 14. Because the Police Department runs a 28 day cycle it may be that the average during the four weeks will be 40 hours, but at this point we don't know and would like to provide some flexibility. For the City there may be a small savings in payroll cost, while getting started training our new officer. For Reserve Officer Rambolt, he will be comfortable knowing he has the ability to focus on classes if needed because of the flexibility. That flexibility would end on May 14 and he would move into a standard officer FTO schedule.

We have been very pleased with our internal promotions and feel this will have the same positive outcome or we would not be making this recommendation.

**REQUESTED COUNCIL ACTION**

Request a motion and approval to authorize the Chief of Police to hire Thomas Rambolt as a full-time officer, provided that he successfully passes all of the required steps of the selection process, and authorize him to work between 33 and 40 hours a week on average from date of hire until May 14, 2018, at which time he will work the standard full-time officer schedule.