



CITY OF MARTINEZ

**CITY COUNCIL AGENDA
March 2, 2011**

TO: Mayor Schroder and Members of the City Council
FROM: Gary D. Peterson, Chief of Police
SUBJECT: Restructuring of the Police Department
DATE: February 24, 2011

RECOMMENDATION:

Approve a salary range for the classification of Police Captain at \$7537-\$9670; and a approve salary range for the classification of Police Lieutenant at \$6912-\$8640.

BACKGROUND:

On February 15, 2011, the job descriptions for both police captain and police lieutenant were updated and approved by the Civil Service Commission. The revised job descriptions are attached hereto and reflect the functions and duties of the new positions operating under the organizational structure proposed herein.

Staff is proposing that we modify the organizational configuration of the department to address the coordination of Neighborhood Policing Areas and to ensure our police sergeants are available to monitor and supervise our personnel in the field.

The proposed reorganization is cost neutral and calls for a single Operations and Services Division. Both police commander positions and the administrative sergeant position will be eliminated. The consolidation of the three positions will allow for the creation of a police captain and two (2) police lieutenant positions. The newly organized Operations and Services division will be managed by the police captain. Under the direction of the police captain, each police lieutenant will manage two patrol teams and either the Dispatch Bureau or the Investigations and Records Bureaus.

Currently, the organizational framework of the department consists of two divisions; the Field Services Division and the Administrative Services Division.

The primary function of the Field Services Division is to provide core police services to the community. The core services are the most visible on a daily basis and include uniformed police patrol, K-9 unit and traffic enforcement. Patrol contains the largest allocation of department personnel and has the most interaction with the citizens of Martinez.

The Field Services Division is managed by a police commander and consists of four sergeants, four corporals and 16 police officers. This group of individuals provides our first response to calls for police assistance.

The four patrol sergeants are also known as watch commanders and are charged with providing leadership, training and supervision for all patrol officers. Nine of those patrol officers have been with the department less than three years.

The sergeants' collateral duties include patrol scheduling, report approval, off-road motors, bicycle program, special events, coordinating departmental training, supervision of the evidence facility, equipment inventory, supervision of the parking unit, volunteer program, CERT program, DUI checkpoints, grant writing, and internal affairs investigations. These functions and duties take a considerable amount of time from active supervision of our patrol staff and investigators.

The Administrative Services Division is also managed by a police commander and is comprised of three different functional Bureaus: Investigations, Dispatch and Records. These three Bureaus provide on-going support to the Field Services Division activities. This police commander position was vacated due to budget reductions and remains open. The administrative sergeant currently assists the Field Services Division commander in the discharge of various related duties related to this division.

The Investigations Bureau is staffed with one detective sergeant and four investigators. Dispatch and Records are supervised by civilian supervisors. The police department has a total of six sergeants.

Implementing this plan will provide the organizational structure to support a new policing approach designed to facilitate direct personal communication between our officers and members of the community. The approach is called Neighborhood Policing.

Neighborhood Policing is not a program. It is a strategy designed to improve how our officers and staff interact with the public. The fundamental feature of this new approach is that every Martinez police officer will have direct responsibility for a designated area in the City, which is called a Neighborhood Policing Area (NPA). Each officer will select a specific NPA. Every person who lives or works within the City will have access to a specific police employee for the purpose of dealing with local problems and concerns or to just converse about law enforcement issues. The NPA's will be posted on the PD's web page and a link will enable area residents to e-mail the area officer and their supervisor directly.

This approach should provide continuity in the relationships we are seeking to establish with the community, and will help build trust and understanding. It will also allow us to intelligently focus our efforts and resources where they are needed most.

The Martinez Police Officer Association represents employees classified as police officers and police sergeants. MPOA President Bryan Dodd advised that the police association did not oppose the organizational restructuring or changes in job descriptions, provided the changes were cost neutral and did not impact staffing levels for the department. The pool of candidates for the lieutenant positions would consist of our current police sergeants and therefore will not displace any current employees in the sergeant classification.

FISCAL IMPACT:

Under this restructuring plan we would eliminate the vacant police commander's position and the administrative sergeant's position and use the budgeted salaries for both positions to create a salary range for police lieutenant at \$6912-\$8640, which would be between the police sergeant and police captain. The police captain salary range would be \$7537-\$9670, which is equal to the salary range of the current police commander position. Under this plan, Commander Ghisletta would become a police captain with the duties and responsibilities thereto.

Finance Manager, Cathy Spinella concurred that the restructuring plan would save a minimum of \$8,746 to the general fund in FY 11/12 and \$1,426 in FY 12/13. Consequently, this restructuring plan is cost neutral.

ACTIONS:

Motion to adopt a resolution approving salary ranges for Police Captain and for Police Lieutenant.

Attachments:

Resolution

Job Descriptions

Organizational Chart current and future

RESOLUTION NO. -11

ESTABLISHING A SALARY RANGE OF \$7,537-\$9,670 FOR THE CLASSIFICATIONS OF POLICE CAPTAIN AND A SALARY RANGE OF \$6,912-\$8,640 FOR THE POLICE LIEUTENANT

WHEREAS, the City has a desire to implement community policing and provide appropriate level of management and supervision of the police department; and

WHEREAS, the City recognizes the need to importance of having staff available to monitor and supervise patrol personnel; and

WHEREAS, the recommended monthly salary range for police captain of \$7,537-\$9670 is based on the current salary for police commander; and

WHEREAS, the recommended monthly salary range for the police lieutenant of \$6,912-\$8,640 is based on the internal comparative salary data among the other ranks.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Martinez establishes a salary range for the above named classifications.

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I HEREBY CERTIFY that the foregoing is a true and correct copy of a resolution duly adopted by the City Council of the City of Martinez at a Regular Meeting of said Council held on the day of , 2011, by the following vote:

AYES:

NOES:

ABSENT:

RICHARD G. HERNANDEZ, CITY CLERK
CITY OF MARTINEZ

POLICE CAPTAIN

Definition:

Under administrative direction from the Chief of Police, the Police Captain manages the activities of the Operations and Services Division of the Police Department; supervises the police lieutenants; participates as an integral member of the police management team in the overall departmental planning, research and work coordination; is the second in command and will act as the Chief of Police in his absence; and does related work as required.

DISTINGUISHING CHARACTERISTICS:

Position of Police Captain is distinguished from the classifications of Police Commander and Police Lieutenant, in that the Captain is responsible for planning, organizing, managing and directing the activities of the Operations and Services Division and serving as the advisor to the Chief of Police on all matters involving the activities of the Police Department.

The Police Captain assumes the highest level of responsibility, under the direction of the Chief, for the selection, training, performance and discipline of department personnel.

EXAMPLES OF DUTIES:

Representative Duties: The representative duties listed include essential and marginal functions that vary by position. Individuals with disabilities will be considered for placement into positions in this class based upon an assessment of the essential functions of the particular position.

Works closely with the Chief of Police in the day-to-day administration of the department and participates in the continuous review of police services and the development of associated programs; directs the maintenance of records and preparation of local, state, and federal reports.

Develops division goals and objectives; directs, coordinates and follows up on the implementation of division programs and procedures; supervises the activities of assigned personnel and day-to-day operations; coordinates activities of the different bureaus.

Directs and assists in the training and development of subordinate personnel; inspects division personnel and equipment; assures timely processing of departmental projects, investigations, and citizen complaints; prepares recommendations for budget and personnel needs.

Serves on multi-jurisdictional committees and establishes interagency relationships to facilitate interagency planning and cooperation; speaks before community groups on police department activities and policies and talks with the media on police related issues.

Directs investigations or personally investigates citizen complaints regarding conduct of officers and takes appropriate action; coordinates activities of the division with other law enforcement agencies and other departments affecting the police function; personally conducts investigations and special studies requiring a high order of discretion.

QUALIFICATIONS:

Minimum: Graduation from a four-year college or university is desired, preferably with a major in Public Administration, Criminal Justice, Police Science, or related field. An Associate's degree and POST Management Certificate are required. Considerable, progressively responsible experience in police work, including experience as a police commander or police lieutenant. Possession of an appropriate California operator's license.

Desirable:

Thorough knowledge of management principles, theories, and practices of modern police work and laws governing custody of prisoners, search and seizure, laws of arrest and the rules of evidence. Knowledge of criminal investigation techniques and procedures including interrogation, fingerprinting, and photography; knowledge of modern police methods and procedures, including crime prevention; knowledge of criminal law including apprehension, arrest, custody, and prosecution of persons accused of misdemeanors and felonies; knowledge of police communication procedures; knowledge of forms and procedures used in reporting offenses to State and Federal law enforcement agencies; ability to schedule, organize, and supervise the work of subordinates; ability to gather, assemble, analyze, and evaluate facts and evidence, to draw logical conclusions and to make proper recommendations; ability to obtain information through interview and interrogation; ability to demonstrate keen powers of observation and memory; ability to prepare clear, concise, and comprehensive written reports; ability to establish and maintain cooperative working relationships with public officials, departmental employees, and the general public.

POLICE LIEUTENANT

DEFINITION:

Under direction, to plan, organize, and direct the activities and personnel of a bureau or multiple bureaus within the Operations and Services Division of the Martinez Police Department, and to do related work as required.

DISTINGUISHING CHARACTERISTICS:

Positions in the class of Police Lieutenant are distinguished from those in the classification of Police Sergeant, in that the Lieutenant is responsible for the planning and direction of a bureau or bureau's of the Martinez Police Department's Operations and Services Division and for the training and supervision of employees assigned to those Bureaus. The Lieutenant is an integral part of the Police Department's Management Team.

Included in the functions of any Bureau are the following types of duties and responsibilities:

The prevention of crime, the enforcement of laws and ordinances, protection of life and property, the preservation of peace and tranquility, and the apprehension of criminals.

EXAMPLES OF DUTIES:

Directs the work of personnel of a bureau; supervises the investigation of serious crimes and situations, insures that preliminary investigations are conducted in a proper manner; investigates all breaches of officer-like conduct and reports his/her findings to the Police Captain; provides training to all members under their command; investigates and takes necessary measures to provide the bureau employees with the latest and most modern equipment available to perform their daily functions; investigates the personal history and acceptability of all new employees of the bureau, and provides the Police Captain with recommendations; performs as a member of the bureau in a management capacity and performs related work as necessary.

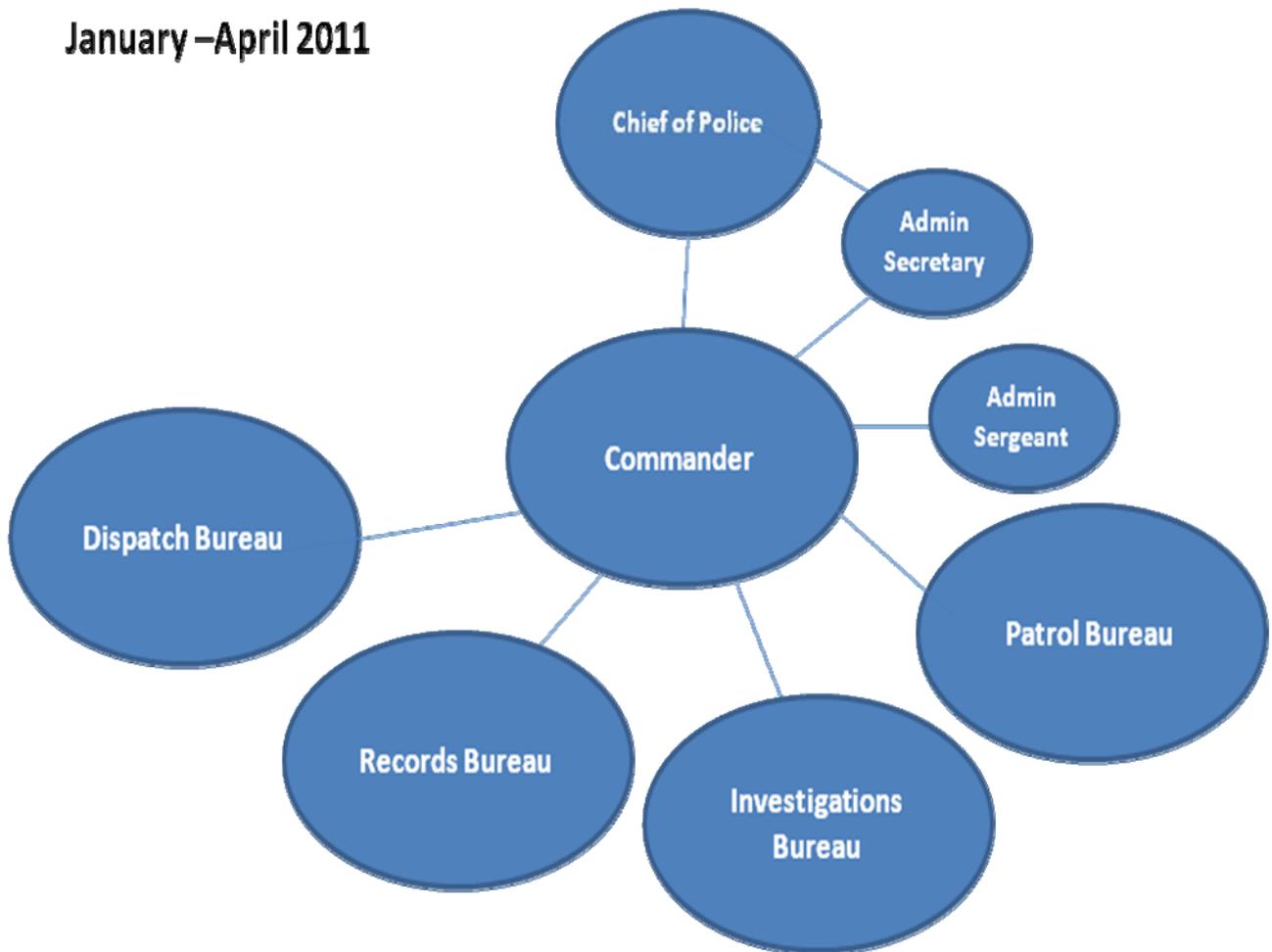
QUALIFICATIONS:

Minimum: AA degree or its equivalent number of units in Police Science, Public Administration, or closely related field. Bachelor's degree is preferred. Three years of increasingly responsible experience in a supervisory capacity of Sergeant or higher classification, and/or permanent status as a Sergeant with the Martinez Police Department. Possession of an appropriate California operator's license.

Desirable: Knowledge of criminal investigation techniques and procedures including interrogation, fingerprinting, and photography; knowledge of modern police methods and procedures, including crime prevention; knowledge of criminal law including apprehension, arrest, custody, and prosecution of persons accused of misdemeanors and felonies; knowledge of police communication procedures; knowledge of forms and procedures used in reporting offences to State and Federal law enforcement agencies; ability to schedule, organize, and supervise the work of subordinates; ability to gather, assemble, analyze, and evaluate facts and evidence, to draw logical conclusions and to make proper recommendations; ability to obtain information through interview and interrogation; ability to demonstrate keen powers of observation and memory; ability to prepare clear, concise, and comprehensive written reports; ability to establish and maintain cooperative working relationships with public officials, departmental employees, and the general public.

Martinez Police Department - 2011

January –April 2011



Future State - Martinez Police Department - FY2011

