



MEMORANDUM

TO: CITY COUNCIL

FROM: STEVEN N. ANNIBALI, CHIEF OF POLICE

SUBJECT: CONSIDERATION OF MODIFICATIONS TO POLICE DEPARTMENT STAFFING

DATE: MARCH 24, 2015

RECOMMENDATION:

That the City Council approve modifying staffing in the Police Department in order to address the revised needs of the Police Department and the community.

FINANCIAL IMPACT:

The proposed changes reflect a limited financial impact to the City of Arroyo Grande assuming a reallocation of \$5,000 in a budgeted permanent part-time reserve officer position and the projected resolution of two officers on extended medical leave.

BACKGROUND:

The current compliment of temporary part-time positions in the Police Department includes two (2) vacant part-time records clerks that assist the one (1) full time Records Clerk that is currently staffed. Additionally, the Police Department has operated with two (2) officer vacancies due to the extended medical leave of two officers.

ANALYSIS OF ISSUES:

Following a thorough recruitment process for the part-time Records Clerk positions, it has become apparent that the candidate pool was severely limited due to limited interest in the part-time opportunity and the background requirements for the position.

Additionally, when dispatch services were contracted with the San Luis Obispo County Sheriff's Office, the position of Dispatch-Records Supervisor was eliminated along with the supplemental records help that dispatchers provided.

The cost of a full-time Records Clerk position is projected to be \$65,000. Each part-time Records Clerk position is budgeted at \$30,000 annually. By reallocating \$5,000 from the budgeted permanent part-time Senior Reserve Officer position, coupled with the combining of the two (2) part-time positions, a full-time Records Clerk position can be realized from within the approved Police Department budget.

Reducing the funding for the Senior Reserve Officer position will not substantially impact the Police Department. This is based on a historical review of the total number of hours worked annually.

**CITY COUNCIL
CONSIDERATION OF A RESOLUTION APPROVING MODIFICATION TO POLICE
DEPARTMENT STAFFING
MARCH 24, 2015
PAGE 2**

The Police Department has been operating with a minimum of two (2) police officer vacancies for over two years due to an extended medical leave situation. One of these positions is projected to be resolved within the next 90 days. The other may extend up to two years before a resolution can be reached.

In addition to these two extended absences, at least two additional officers are in selection processes with other agencies and may be leaving the City's employment within the next 60 to 90 days. We are actively recruiting at this time in order to have a viable candidate list available if and when these vacancies occur.

In order to provide minimum staffing for essential services to the community, the need to "over-hire" two police officer positions is necessary at this time. This over-hire will allow the Police Department to staff for the extended absence vacancies and, if additional vacancies do occur, allow us to operate at a minimum staffing level.

There are a number of reasons why the City may not be incurring full costs for employees that are on extended leave, including worker's compensation reimbursements, leave without pay, and coordination of short and long term disability benefits. Without disclosing any employee's medical status, staff analysis indicates that funding will be available within the current operating budget to provide for the over-hires until the medical leave situations are resolved. If one of the extended absence officers is able to return to work, it is anticipated that normal attrition due to resignations and retirements will provide sufficient salary savings to cover the cost for the over-hired officers.

The City has met and conferred with the Arroyo Grande Police Officers Association (AGPOA) regarding the impacts of creating an additional Records Clerk position, as this position is represented by AGPOA. They are in support of this action.

ALTERNATIVES:

- Approve the proposed changes to Police Department personnel
- Do not approve the proposed changes and maintain the same staffing
- Provide direction to staff

ADVANTAGES:

The proposed restructuring of the temporary part-time positions will address the current needs of the Police Department and provide for essential support services. The over-hiring of two police officers will ensure that the Police Department can continue to operate at minimum staffing levels and provide continuity of public safety services.

**CITY COUNCIL
CONSIDERATION OF A RESOLUTION APPROVING MODIFICATION TO POLICE
DEPARTMENT STAFFING
MARCH 24, 2015
PAGE 3**

DISADVANTAGES:

The disadvantages to this proposal are that if one of the extended absence officers returns to full duty, the over-hire position will need to be accounted for with attrition.

ENVIRONMENTAL REVIEW:

No environmental review is required for this item.

PUBLIC NOTIFICATION AND COMMENTS:

The Agenda was posted in front of City Hall on Thursday, March 19, 2015 and the agenda and staff report were posted to the City's website on Friday, March 20, 2015. No public input has been received to date.

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