



MEMORANDUM

TO: CITY COUNCIL

FROM: DEBORAH MALICOAT, DIRECTOR OF ADMINISTRATIVE SERVICES

BY: KAREN SISCO, HUMAN RESOURCES MANAGER

SUBJECT: CONSIDERATION OF A RESOLUTION ESTABLISHING A JOB DESCRIPTION AND SALARY RANGE FOR THE POLICE TRAINEE POSITION

DATE: JULY 26, 2016

RECOMMENDATION:

It is recommended the City Council adopt a Resolution establishing a job description and salary range for the Police Trainee position.

IMPACT TO FINANCIAL AND PERSONNEL RESOURCES:

There is funding for the Police Trainee position in the FY 2016/17 budget due to vacant Police Officer positions in the Police Department. There are currently three vacant positions in the Department for a budgeted total of \$293,100. This will be a full-time position at forty hours per week.

BACKGROUND:

Over the past several years, it has become more difficult to hire lateral Police Officers. Most cities in the state are experiencing the same difficulties and it has become very competitive to hire staff. The trend is moving towards sponsoring a candidate through the Police Academy. When it comes to graduation time, the majority of the graduates are already employed because of their sponsorships. Not only has it become difficult to hire a lateral Police Officer, there are very few Police Officer Academy graduates available for hire now. In order to be able to fill vacant positions, it is recommended that the City should also begin sponsoring candidates through the Police Academy.

ANALYSIS OF ISSUES:

Since this would be a new position in the City, a job description has been developed to reflect the duties. This position would be a non-sworn member of the Police Officers'

**CITY COUNCIL
CONSIDERATION OF A RESOLUTION ESTABLISHING A JOB DESCRIPTION AND
SALARY RANGE FOR THE POLICE TRAINEE POSITION
JULY 26, 2016
PAGE 2**

Association. The salary range for this position would be Range 27. When the Police Trainee successfully graduates from the Academy and begins patrol work, he/she would be moved into the position of a sworn Police Officer.

ALTERNATIVES:

The following alternatives are provided for the Council's consideration:

- Adopt the Resolution;
- Do not adopt the Resolution;
- Modify as appropriate and adopt the Resolution; or
- Provide direction to staff.

ADVANTAGES:

By sponsoring a candidate through the Police Academy, the City will have secured a new hire for the Police Department. During the Academy, a supervisor will also be working with the candidate and preparing them for patrol work.

DISADVANTAGES:

The disadvantage is the training time and financial costs to bring a new hire on. The length of the Academy is twenty-one weeks. A Police Trainee could drop out during the Academy, not successfully graduate from the Academy, or get injured during the Academy which would have financial implications for the City. Successful completion of the Academy is a condition of employment. If the Police Trainee does not successfully complete the Academy, they would be dismissed.

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, July 21, 2016. The Agenda and report were posted on the City's website on Friday, July 22, 2016. No public comments were received.

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ARROYO GRANDE ESTABLISHING A JOB DESCRIPTION AND SALARY RANGE FOR THE POLICE TRAINEE POSITION

WHEREAS, the City of Arroyo Grande ("City") currently has vacant Police Officer positions; and

WHEREAS, an evaluation of the needs of the organization resulted in a recommendation to create a new Police Trainee job classification; and

WHEREAS, the City Council deems it in the best interest of the City to establish a Police Trainee position so the City can sponsor a candidate through the Police Academy, which will assist with recruitment issues; and

WHEREAS, the City Council deems it in the best interest of the City to establish a job description for the position of Police Trainee, a copy of which is attached hereto as Exhibit "A" and incorporated herein by this reference; and

WHEREAS, the City Council of the City of Arroyo Grande ("City) deems it in the best interest of the City to establish a salary range for the position of Police Trainee. This position will be placed on the Police Officers' Association non-sworn salary schedule.

NOW, THEREFORE BE IT RESOLVED that the City Council of the City of Arroyo Grande does hereby establish the position of Police Trainee to perform the duties and responsibilities set forth in the job description so attached as Exhibit "A". The position of Police Trainee shall receive the rate of pay as follows:

POSITION: Police Trainee
Range: POA Non-sworn, Range 27
\$4,507/month

This Resolution shall become effective as of July 27, 2016.

On motion of Council Member _____, seconded by Council Member _____, and on the following roll call vote, to wit:

AYES:
NOES:
ABSENT:

the foregoing Resolution was passed and adopted this ____ day of _____, 2016.

**RESOLUTION NO.
PAGE 2**

JIM HILL, MAYOR

ATTEST:

KELLY WETMORE, CITY CLERK

APPROVED AS TO CONTENT:

GEOFF ENGLISH, ACTING CITY MANAGER

APPROVED AS TO FORM:

HEATHER WHITHAM, CITY ATTORNEY

CITY OF ARROYO GRANDE

POLICE TRAINEE

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To attend, participate in and successfully pass all required classes in a Peace Officer Standards and Training (P.O.S.T) certified academy, which requires basic law enforcement training in academics, leadership, tactical skills, general performance and physical ability. Upon successful completion of the academy, incumbents will be promoted to the position of Police Officer.

DISTINGUISHING CHARACTERISTICS

This is a trainee level, non-sworn position in which incumbents will be learning the duties of a Police Officer. In this position, incumbents do not have Peace Officer status. Failure to graduate from the P.O.S.T. Academy training program within the prescribed Academy schedule will be grounds for termination.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from higher level law enforcement staff.

ESSENTIAL FUNCTION STATEMENTS--*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Attend a P.O.S.T certified police academy and participates in all required classes and training exercises.
2. Successfully complete and pass all required classes.
3. Maintain, operate and safely store all specialized police equipment necessary for the Academy.
4. Perform related duties and responsibilities as required by the Police Chief, Police Commander and/or Police Sergeant to meet the needs of the Police Department.
5. Responsible for self-compliance with regulations, policies and procedures.
6. Accept responsibility and exercise reasonably appropriate discretion in matters not specifically defined or described in the Police Department regulations, policies, procedures, and job description.
7. Consistently demonstrate exemplary courtesy, initiative, diligence, truthfulness, attention to duty, and observance of proper personal discipline in accordance with Police Department standards.
8. Perform other related duties as assigned.

QUALIFICATIONS

Knowledge of:

1. Basic verbal and written English language, grammar and spelling to be able to reasonably communicate information with the public and/or complete relevant written documentation required by job activities.
2. Basic math and calculations.
3. Operational characteristics and use of modern equipment including office equipment, computers and supporting word processing applications.
4. Upon completion of the Academy, ability to demonstrate knowledge of basic laws, procedures and techniques related to policing.
5. Principles and practices of exceptional customer service.

Ability to:

1. Complete and pass the P.O.S.T. certified Police Academy.
2. Prepare and write clear and concise reports.
3. Interpret, explain and apply federal, state and local laws and Lexipol policies, procedures and regulations by graduation of the Academy.
4. Effectively and proficiently use and care for a firearm by graduation of the Academy.
5. Participate in all required classes.
6. Analyze situations and adopt a quick, effective and reasonable course of action.
7. Communicate clearly and concisely, both orally and in writing.
8. Comprehend and follow oral and written instructions.
9. Work independently in the absence of direct and immediate supervision.
10. Operate office equipment including computers and supporting word processing applications.
11. Operate a vehicle safely, under normal and emergency conditions.
12. Establish and maintain effective working relationships with those contacted in the course of work.
13. Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties.
14. Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

EXPERIENCES AND TRAINING GUIDELINES

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

No experience is required.

Training:

Equivalent to the completion of the twelfth (12th) grade, e.g. a high school diploma or a GED.

License or Certificate:

Possession of and ability to maintain a valid California driver's license throughout employment.

Possession of, or ability to obtain, valid CPR and First aid certificates.

Other:

Minimum 21 years of age upon successful graduation from the Academy.

WORKING CONDITIONS

Environmental Conditions:

Exposure to indoor and outdoor classroom and field training conditions; outdoor weather conditions; loud noises; working with explosives; moving objects/persons/vehicles.

Physical Conditions:

Job duties and responsibilities may require maintaining physical condition necessary for bending, stooping, kneeling, crawling, running, standing, sitting or walking for prolonged periods of time; carrying up to one hundred pounds; the ability to discharge a firearm; and operate vehicles in a reasonably safe manner.

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