

DATE SUBMITTED 7/30/2020
 SUBMITTED BY ACM
 DATE ACTION REQUIRED 8/5/2020

COUNCIL ACTION (X)
 PUBLIC HEARING REQUIRED ()
 RESOLUTION ()
 ORDINANCE 1ST READING ()
 ORDINANCE 2ND READING ()
 CITY CLERK'S INITIALS ()

**IMPERIAL CITY COUNCIL
 AGENDA ITEM**

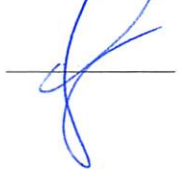
SUBJECT: DISCUSSION/ACTION: RECLASSIFICATION OF POSITIONS TO IMPERIAL POLICE OFFICER ASSOCIATION

1. APPROVAL OF RECLASSIFICATION OF ANIMAL CONTROL OFFICER, RANGE 57 TO POLICE SERVICES OFFICER I, RANGE 54 ON THE IMPERIAL POLICE OFFICER ASSOCIATION SALARY SCHEDULE;
2. APPROVAL OF RECLASSIFICATION OF POLICE RECORDS CLERK RANGE 60, TO POLICE SERVICES OFFICER II, RANGE 56 ON THE IMPERIAL POLICE OFFICER ASSOCIATION SALARY SCHEDULE;
3. APPROVAL OF RECLASSIFICATION OF POLICE EVIDENCE TECHNICIAN RANGE 60 TO POLICE SERVICES OFFICER II, RANGE 56 ON THE IMPERIAL POLICE OFFICER ASSOCIATION SALARY SCHEDULE;
4. APPROVAL OF RECLASSIFICATION OF SENIOR RECORDS CLERK, RANGE 66 TO POLICE SERVICES OFFICER III, RANGE 61 to ON THE IMPERIAL POLICE OFFICER ASSOCIATION SALARY SCHEDULE.

DEPARTMENT INVOLVED: City Managers Office and Imperial Police Department

BACKGROUND/SUMMARY:
 Whereas the IPOA have agreed to accept the relinquished Teamster positions of Animal Control Officer, Police Records Clerk, Police Evidence Technician, and Senior Records Clerk to the IPOA. As such, these positions will be reclassified as per the recommendation of the Class and Compensation Study adopted by the City Council in June of 2019 to that of Police Services Officer(s) I/II/III. The positions have been placed on a range comparable to that of Teamsters Salary Schedule, but with allowed growth for increased duties as assigned.

FISCAL IMPACT: No fiscal impact to the FY 2020-2021 municipal budget. Transfer is lateral and budget neutral.

ADMIN SERV INITIALS 

STAFF RECOMMENDATION: It is staff's recommendation to reclassify these positions as proposed

DEPT. INITIALS 

MANAGER'S RECOMMENDATION: City Manager agrees with the recommendation for reclassification as presented.

CITY MANAGER'S INITIALS 

MOTION:
 SECONDED:
 AYES:
 NAYES:
 ABSENT:

APPROVED () REJECTED ()
 DISAPPROVED () DEFERRED ()
 REFERRED TO:

CITY OF IMPERIAL

JOB DESCRIPTION

POLICE SERVICES OFFICER I, II, III

DEFINITION:

Under general supervision, performs a variety of non-peace officer law enforcement and support service duties in the office and field in a variety of areas and performs related work as required.

CLASS CHARACTERISTICS:

Positions in this class perform a variety of law enforcement and police support duties that do not require performance by a sworn peace officer in a variety of areas including: dispatch, support services, records, data entry, property and evidence, public education, planning and neighborhood services, animal control, patrol, youth services, investigations, and parking enforcement. Incumbents are expected to work shifts and rotate through a variety of assignments and may be required to work weekends and holidays. Incumbents receive thorough instructions and training when tasks are initially assigned and are expected to perform duties by selecting work methods from a variety of standard methods and procedures referring to the supervisor those problems which involve the establishment of new procedures or which involves solutions which are inconsistent with departmental procedures and policies.

DISTINGUISHING CHARACTERISTICS:

Police Service Officer I: This is the entry level classification in the series. This class performs a variety of enforcement and/or administrative duties to ensure compliance with State laws and local ordinances.-A typical background for the Police Service Officer I is education equivalent to graduation from high school and completion of P.C. 832 course within 12 months of employment.

Police Service Officer II: This is the full journey-level class in the Police Service Officer series. This class performs the more complex tasks and duties such as compiling, analyzing, evaluating, correlating and disseminate criminal intelligence or case and event information to local, State and Federal law enforcement agencies with legal limitations of public disclosure and rights to privacy. Incumbents have previous work experience in the police field.

Police Service Officer III: This is the advanced journey-level classification in the Police Service Officer series. Incumbents perform the more complex duties requiring highly specialized knowledge, skills, and abilities in a designated work assignment including performing a variety of lead administrative support services including record-keeping and clerical duties in support of the Police Department; receiving, reviewing and processing police reports, citations and Officer subpoenas. Employees within this class are distinguished from the Police Service Officer I/II by responsibility to exercise lead supervision over staff of the unit and by the performance of the full range of duties. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Operate police communications center utilizing various equipment such as telephone, radio, computer and CLETS terminal and related telecommunications and office equipment.
- Serve as receptionist at public contact points within the police facility.

- Provide information to the public; answers questions and inquiries.
- Assist police officers with functions not requiring sworn peace officer status.
- Collect, organize and book physical evidence related to crime scene investigations.
- Direct traffic and provides crowd control at crime scenes, accidents, public events.
- Fingerprint and photograph prospective employees and general public.
- Enforce parking laws and ordinances in assigned area either on foot or in a motorized vehicle.
- Issue citations for violations of parking laws, city ordinance violations and testifies in court as required.
- Prepare and maintains logs and records on police activities.
- Prepare various reports and correspondence based on information collected and analyzed including reports concerning crimes, accidents, lost and found property, and other circumstances.
- Perform data entry utilizing various computer systems and maintains databases.
- Receive, store, issue and maintain evidence and property.
- Coordinate property disposal with other city departments and outside agencies.
- Conduct training or public education sessions.
- May perform Animal Control functions, including picking up stray animals, verifying animal licenses, caring for animals, maintaining the Animal Shelter, and enforcing laws and city ordinances not needing a sworn peace officer.
- Assist in the collection and interpretation of a variety of criminal intelligence data and information for the purpose of assisting law enforcement in criminal investigation, apprehension, and prosecution activities.
- Assist in dissemination of information to law enforcement agencies both verbally and in writing.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: Graduation from high school or equivalent GED and one (1) year of experience involving public contact work which is likely to provide the required knowledge and abilities of the position of Police Service Officer I, II or III would be acceptable for employment.

Licenses and other Requirements:

- Valid California class C driver's license.
- Completion of P.C. 832 course.
- Incumbents may be assigned to duties which would include law enforcement and police support duties in a variety of areas including: dispatch, support services, records, data entry, property and evidence, public education, planning and neighborhood services, animal control, patrol, youth services, investigations support, crime analysis, intelligence analyst, report writing and parking enforcement.

Knowledge of:

- Law enforcement office procedures and equipment.
- Applicable Municipal, State and Federal criminal, traffic and related laws, ordinances and codes.

- Records management, dissemination and public disclosure regulations.
- Basic animal control regulations, techniques and enforcement.
- Telephone techniques and etiquette.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Database processes and data entry techniques.
- Writing, editing and proofreading.
- Interpersonal skills using tact, patience and courtesy.
- Oral and written communication skills.
- Record-keeping and report preparation techniques.
- Traffic laws, defensive driving techniques and rules of the road.
- Record-keeping and report preparation techniques.

Ability to:

- Perform a variety of administrative support services including record-keeping and clerical duties in support of the Police Department.
- Analyze a variety of information and recognize trends and patterns.
- Interpret, apply, explain and assure compliance with laws, codes, regulations, policies and procedures pertaining to police records and release of information.
- Prepare and maintain various files, records and reports.
- Operate a variety of office equipment including a computer and assigned software.
- Observe legal and defensive driving practices.
- Initiate queries, extract data and generate computerized reports.
- Complete work with many interruptions.
- Meet schedules and timelines.
- Perform arithmetic calculations quickly and accurately.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain confidentiality of sensitive and privileged information.

WORKING CONDITIONS:

Work Environment:

- Indoor/Outdoor environment.
- Seasonal heat and cold or adverse weather conditions.
- Evening, weekend or variable hours.
- Fast-paced environment with changing priorities.
- Driving a vehicle to conduct work.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Dexterity of hands and fingers to operate various equipment.

- Hearing and speaking to exchange information.
- Reaching overhead, above the shoulders and horizontally.
- Seeing to read a variety of materials.
- Sitting or standing or standing for extended periods of time.
- Bending at the waist, stooping, kneeling or crouching.
- Lifting, carrying, pushing or pulling heavy objects as assigned by the position.

Hazards:

- Contact with dissatisfied or hostile individuals.
- Driving a vehicle during adverse weather conditions.
- Traffic hazards.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

Police Service Officer I - FLSA Non-Exempt Union Position - Range 54

Police Service Officer II - FLSA Non-Exempt Union Position - Range 56

Police Service Officer III - FLSA Non-Exempt Union Position - Range 61

**CITY OF IMPERIAL
SALARY SCHEDULE - IPOA EMPLOYEES
FISCAL YEAR 2020 - 2021**

<u>RANGE</u>	<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>	<u>STEP 4</u>	<u>STEP 5</u>	<u>STEP 6</u>	<u>STEP 7</u>	<u>10 YR STEP 8</u>
51	15.82	16.61	17.44	18.31	19.23	20.19	21.20	22.26
52	16.22	17.03	17.88	18.77	19.71	20.70	21.73	22.82
53	16.62	17.45	18.32	19.24	20.20	21.21	22.27	23.39
54	17.04	17.89	18.78	19.72	20.71	21.74	22.83	23.97
55	17.46	18.34	19.25	20.21	21.23	22.29	23.40	24.57
56	17.90	18.79	19.73	20.72	21.76	22.84	23.99	25.19
57	18.35	19.26	20.23	21.24	22.30	23.42	24.59	25.82
58	18.81	19.75	20.73	21.77	22.86	24.00	25.20	26.46
59	19.28	20.24	21.25	22.31	23.43	24.60	25.83	27.12
60	19.76	20.74	21.78	22.87	24.01	25.22	26.48	27.80
61	20.25	21.26	22.33	23.44	24.62	25.85	27.14	28.50
62	20.76	21.80	22.88	24.03	25.23	26.49	27.82	29.21
63	21.28	22.34	23.46	24.63	25.86	27.15	28.51	29.94
64	21.81	22.90	24.04	25.25	26.51	27.83	29.22	30.69
65	22.35	23.47	24.64	25.88	27.17	28.53	29.96	31.45
66	22.91	24.06	25.26	26.52	27.85	29.24	30.70	32.24
67	23.48	24.66	25.89	27.19	28.55	29.97	31.47	33.05
68	24.07	25.28	26.54	27.87	29.26	30.72	32.26	33.87
69	24.67	25.91	27.20	28.56	29.99	31.49	33.07	34.72
70	25.30	26.56	27.89	29.28	30.74	32.28	33.89	35.58
71	25.93	27.23	28.59	30.02	31.52	33.10	34.76	36.50
72	26.58	27.91	29.31	30.78	32.32	33.94	35.64	37.42
73	27.25	28.61	30.04	31.54	33.12	34.78	36.52	38.35
74	27.93	29.32	30.79	32.33	33.95	35.66	37.44	39.31
75	28.63	30.06	31.56	33.14	34.80	36.54	38.37	40.29
76	29.34	30.81	32.35	33.97	35.67	37.45	39.32	41.29
77	30.07	31.58	33.16	34.82	36.56	38.39	40.31	42.33
78	30.83	32.37	33.99	35.69	37.47	39.34	41.31	43.38
79	31.60	33.18	34.84	36.58	38.41	40.33	42.35	44.47
80	32.39	34.01	35.71	37.50	39.38	41.35	43.42	45.59
81	33.20	34.86	36.60	38.43	40.36	42.38	44.49	46.71

POSITION

Police Services Technician I
 Police Services Technician II
 Police Services Technician III
 Police Officer
 Corporal
 Sergeant

RANGE

54
 56
 61
 70
 76
 81

NO COLA

Council Action on July 7, 2020

Change to include formerly General Maintenance I(51), Police Records Clerk (54) and Senior Records Clerk (60)

Council Action on August 5, 2020