

City Council Report

915 I Street, 1st Floor

Sacramento, CA 95814

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File ID: 2018-01674

December 18, 2018

Consent Item 13

Title: Sacramento Police Department Reorganization and Realignment of Staffing Positions

Location: Citywide

Recommendation: Adopt a Resolution authorizing the City Manager or the City Manager's designee to: 1) delete 1.0 Full Time Equivalent (FTE) vacant Police Administrative Manager and 3.0 FTE vacant Police Officer positions; 2) reduce the Police Department's General Fund service and supply budget by \$45,975; 3) add 1.0 FTE Police Lieutenant, 1.0 Administrative Analyst, 1.0 Police Clerk II, and 3.0 Community Service Representative I positions; and 4) obtain certification from the Community Oriented Policing Services (COPS) Office that the reduction in sworn peace officer positions will not impact federal grant fund conditions prior to making expenditures of COPS Hiring Program grant funds.

Contact: Ken Bernard, Deputy Police Chief, Office of Investigations, (916) 808-0800; Brenda Delgadillo, Police Administrative Manager, (916) 808-0858, Police Department.

Presenter: None

Attachments:

1-Description/Analysis

2-Resolution

Description/Analysis

Issue Detail: The Sacramento Police Department (SPD) has recently completed a reorganization to better carry out its mission/objectives. As a result of this reorganization, two areas of improvement have been identified that require the adjustment of positions: 1) the addition of community liaisons for each police station; and 2) restructuring the Training Division so that it encompasses and is renamed the Research, Development, and Training Division.

Community Liaisons

The Police Department currently has one volunteer Neighborhood Watch Coordinator in the Community Outreach Unit. This is not enough to effectively serve the whole city. The SPD proposes to add 3.0 Full Time Equivalent (FTE) Community Service Representative I (CSR) positions to serve as liaisons between the SPD and Sacramento residents, businesses, Property Business Improvement Districts (PBIDs), and special interest groups. One position would be assigned to each station and be responsible for responding to community inquiries and providing departmental information. The CSRs will promote educational opportunities provided by the SPD with topics including: Neighborhood or Business Watch; Crime Prevention Through Environmental Design (CPTED); Code Enforcement as it pertains to healthy neighborhoods; crime prevention practices; and building strong groups through outreach, effective meetings, and other engagement tools. Each CSR will be responsible for developing, updating, and delivering trainings at police stations, private homes, and public venues with topics including: CPTED; scams and schemes; personal and home safety; firearm theft safety; metal theft protection; Neighborhood Watch leadership skills; Neighborhood Watch 101; and Code Enforcement and crime. Other duties of the position would include: advertising and outreach to the community through emails and Nextdoor.com; coordinating speakers for and attending community events; editing, updating, and reissuing department flyers/pamphlets for the community; and acting as liaison to the National Neighborhood Watch Institute. The SPD hopes this will lead to stronger and more effective relationships with our community.

Training, Research and Development Division

Today's law enforcement professional is faced with many challenges that require him/her to function in an environment marked by complexity and uncertainty. New technology, legislative mandates, and community expectations require a law enforcement professional to adapt in ways never required before. In order to recruit and maintain a diverse and effective workforce, the Sacramento Police Department must provide its employees with the skills and education necessary to be successful.

Currently, the SPD's Training Division, comprised of the Police Academy, Field Training Unit, Emergency Vehicle Operations Training Unit, and In-Service Training Unit, is managed by a

Police Lieutenant who reports to a Police Captain. The Captain is also responsible for the Department's Personnel Division. The current structure of the SPD's Training Division is effective at preparing academy recruits for the challenges facing today's law enforcement professional. However, it does not effectively address the needs of employees as they complete the Academy and progress through their careers. Under the current configuration, SPD Training Division staff is unable to conduct meaningful research, audit course curriculum, or stay informed on new training methods and curriculum that may produce improved outcomes.

The SPD can enhance training by adding a research and development component to the Training Division. This new approach and commitment will allow Training staff to focus on delivering a "best practices" training curriculum that is contemporary, engaging, and useful. Furthermore, SPD staff will better align all three phases of training (Academy, Field, and In-Service) so that employees receive meaningful training throughout their careers. To achieve this goal, the SPD will rename the Training Division to the Research, Development and Training Division. The new division will consist of two sections: 1) Academy and Field Training Unit; and 2) Employee Development and Training (formally In-Service training) which includes Emergency Vehicle Operations Training Unit. Each section will be managed by a Police Lieutenant, and report to a Police Captain. A Police Sergeant will also be re-assigned to the new division. The SPD requests the addition of 1.0 FTE Police Lieutenant, 1.0 FTE Administrative Analyst and 1.0 FTE Police Clerk II positions. The current Lieutenant will be responsible for the Academy and Field Training Unit while the proposed Lieutenant will be responsible for the Employee Development and Training Unit.

COPS Office Compliance

Finally, the three active Community Oriented Policing Services (COPS) Hiring Program (CHP) grants contain conditions that prohibit the City from reducing local funding and positions for sworn personnel, unless the grantee can demonstrate that the reduction occurred for reasons unrelated to the receipt of grant funding and that the reduction would have occurred even in the absence of grant funding. Upon City Council approval of the recommended reduction in sworn positions, staff will submit a formal request to the COPS Office documenting that this reduction is unrelated to the receipt of its CHP grants and seeking certification that the SPD maintains its compliance with all grant conditions. SPD staff will delay the spending of all CHP grant funding until the COPS Office certifies compliance.

Policy Considerations: The recommendations contained in this report are consistent with Resolution 2018-0235 requiring the City Council to approve any increase or decrease in FTE positions by department.

Economic Impacts: None

Environmental Considerations: Not applicable

Sustainability: There are no sustainability issues associated with this report.

Commission/Committee Action: Not applicable

Rationale for Recommendation: The described position changes are necessary to carry out the SPD's addition of community liaisons and the transformation of the Training Division to the Research, Development, and Training Division. Establishing the 3.0 FTE Community Service Representative I positions will allow for increased communication between the SPD and our community. They will promote educational opportunities; arrange speakers for and attend community events; and provide necessary information through flyers/pamphlets, emails, or through Nextdoor.com. The addition of the 1.0 FTE Police Lieutenant, 1.0 FTE Administrative Analyst, and 1.0 FTE Police Clerk II positions will enable the SPD to restructure the Training Division to improve efficiencies as the new Research, Development, and Training Division. By adding a research and development component to the Training Division, the SPD can enhance training as it will allow staff to conduct meaningful research, audit current course curriculum, and stay updated on new training methods and curriculum that may produce improved outcomes.

Financial Considerations: Staff has reviewed options for addressing the critical staffing needs in the new Research, Development and Training Division and the Patrol Units and based on the projected Fiscal Year (FY) 2018/19 deficit, to redirect existing resources. The SPD has identified 1.0 FTE vacant Police Administrative Manager and 3.0 FTE vacant Police Officer positions as well \$45,975 in the Service & Supply budget that can be converted into 1.0 FTE Police Lieutenant, 1.0 FTE Administrative Analyst, 1.0 FTE Police Clerk II, and 3.0 FTE Community Service Representative I positions (see chart below).

Classification	Unit	FTE	Annual Budget *
Police Administrative Manager (Vacant)	Property	(1.00)	(146,646)
Police Officer (Vacant)	Various	(3.00)	(363,177)
Police Lieutenant	Training & Research	1.00	209,154
Administrative Analyst	Training & Research	1.00	111,342
Police Clerk II	Training & Research	1.00	53,979
Community Service Representative I	Various	3.00	181,323
Service & Supplies	11001081	-	(45,975)
Total			\$ -

Local Business Enterprise (LBE): Not applicable

RESOLUTION NO.

Adopted by the Sacramento City Council

[DATE]

Sacramento Police Department Reorganization and Realignment of Staffing Positions

BACKGROUND

- A. The Sacramento Police Department (SPD) completed a reorganization, identifying two areas of change: 1) adding a community liaison at each station; and 2) changing the Training Division to the Research, Development, and Training Division.
- B. The SPD proposes to add 3.0 Full Time Equivalent (FTE) Community Service Representative I positions, one for each station, to serve as liaisons between the SPD and Sacramento residents, businesses, Property Business Improvement Districts (PBIDs), and special interest groups. These positions will promote educational and training opportunities provided by SPD. They will also advertise and conduct outreach to the community through emails and Nextdoor.com; coordinate speakers and attend community events; edit, update, and reissue department flyers/pamphlets for the community; and act as a liaison to the National Neighborhood Watch Institute.
- C. The Department will also change the Training Division to the Research, Development, and Training Division. The Division will consist of two sections: 1) Academy and Field Training Unit; and 2) Employee Development and Training (formally In-Service training) which includes Emergency Vehicle Operations Training Unit. This change necessitates the addition of 1.0 FTE Police Lieutenant, 1.0 FTE Administrative Analyst, and 1.0 FTE Police Clerk II positions.
- D. The Police Department proposes to fund these position changes through the reduction of 1.0 FTE vacant Police Administrative Manager and 3.0 FTE vacant Police Officer positions, and \$45,975 in existing resources from the Fiscal Year 2018/19 operating budget.
- E. The three active Community Oriented Policing Services (COPS) Hiring Program (CHP) grants contain conditions that prohibit the City from reducing sworn positions, unless the City can demonstrate that the reduction occurred for

reasons unrelated to the receipt of COPS funding and that the reduction would have occurred even in the absence of grant funding.

BASED ON THE FACTS SET FORTH IN THE BACKGROUND, THE CITY COUNCIL RESOLVES AS FOLLOWS:

- Section 1. The City Manager, or the City Manager's designee, is authorized to delete a 1.0 FTE vacant Police Administrative Manager and 3.0 FTE vacant Police Officer positions.
- Section 2. The City Manager, or the City Manager's designee, is authorized to reduce the SPD's service and supply budget by \$45,975.
- Section 3. The City Manager, or the City Manager's designee, is authorized to add 1.0 FTE Police Lieutenant, 1.0 FTE Administrative Analyst, 1.0 FTE Police Clerk II, and 3.0 FTE Community Service Representative I positions.
- Section 4. The City Manager, or the City Manager's designee, will obtain certification from the Community Oriented Policing Services (COPS) Office that the reduction in sworn peace officer positions will not impact federal grant fund conditions prior to making expenditures of COPS Hiring Program grant funds.