



# CITY OF SACRAMENTO

34A

## DEPARTMENT OF PERSONNEL

PERSONNEL MANAGEMENT SERVICES DIVISION  
801 NINTH STREET, ROOM 210  
SACRAMENTO, CALIF. 95814  
TELEPHONE (916) 449-5726/5729

DONNA L. GILES  
DIRECTOR OF PERSONNEL

December 11, 1980

APPROVED  
BY THE CITY COUNCIL

DEC 16 1980

OFFICE OF THE  
CITY CLERK

City Council  
Sacramento, CA.

Honorable Members in Session:

SUBJECT: NEW CLASSIFICATION OF ASSISTANT CHIEF OF POLICE (EXEMPT)

### SUMMARY

At its November 18, 1980 meeting, the Council approved in concept a reorganization of the Police management structure, under which an Assistant Chief of Police position was established, and the Inspector of Police position abolished. The attached Resolutions establish the classification of Assistant Chief of Police (Exempt) and exempt it from classified service, and abolish the classification of Inspector of Police (Exempt).

### BACKGROUND

The reorganization approved by the Council was proposed in order to improve department operations by allowing the Chief of Police to concentrate more of his energy on broader and long-range issues. Under the reorganization, the Chief will not have to spend what has been an excessive amount of time coordinating the efforts and actions of Officers and resolving internal conflicts.

The proposed class of Assistant Chief of Police (Exempt) will assist the Chief in the development, administration, coordination, and implementation of departmental policies, procedures, programs, and activities. The Assistant Chief will supervise the Deputy Chiefs of Police and assume command of the Department in the absence of the Chief. In addition to directing the day-to-day operations of the Department, the Assistant Chief will coordinate policy input and assist the Chief in setting Department policy. The attached class specification describes in more detail the Assistant Chief's functions; the revised Deputy Chief specification is also attached in order to show the distinction between the two classes.

The Assistant Chief position should be exempt. Under the Charter, Assistant Department Heads are exempted from the classified service.

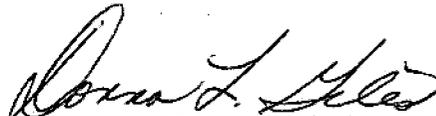
FINANCIAL DATA

There is no increase in the number of management positions in the Department because the Inspector position has been abolished and replaced by the Assistant Chief position. The recommended salary range for the Assistant Chief classification is \$3344-4072 per month, which is 5% greater than Deputy Chief of Police, and 6.9% less than Chief of Police. Ordinarily, a 10% differential would be established for Assistant Chief, both over the Deputy Chief and under the Chief salaries, but compaction prevents doing so. The cost on an annual basis will be \$48,864, plus \$7,320 for benefits. For the remainder of the fiscal year, this results in an increase of \$1854 over the salary and benefits cost for Inspector of Police.

RECOMMENDATION

It is recommended that the City Council approve the attached Resolutions providing for the establishment of the new classification of Assistant Chief of Police (Exempt), and the abolishment of the classification of Inspector of Police (Exempt).

Respectfully submitted,



Donna L. Giles  
Director of Personnel

DLG/sch - Att.

Recommendation Approved:



Walter J. Slope  
City Manager

ASSISTANT CHIEF OF POLICE  
(EXEMPT)

DEFINITION:

To assist the Chief of Police in the development, administration, coordination and implementation of departmental policies, procedures, programs and activities.

SUPERVISION RECEIVED AND EXERCISED:

Direction is provided by the Chief of Police.  
Responsibilities include the administrative direction of Police Deputy Chiefs and the indirect supervision of clerical staff.

EXAMPLES OF DUTIES:

Assist the Chief of Police in developing and implementing policies and procedures.  
Plan, organize and direct programs to ensure compliance with department directives.  
Review requests and coordinate activities for major events, programs or meetings.  
Assists the Chief of Police in directing day-to-day operation of the Police Department, and in his absence assumes command of the Department.  
Plans, organizes, directs and coordinates activities by studying, evaluating and reporting on work programs, departmental organization and procedures.  
Maintains liaison and work relationship with other City Departments, law enforcement agencies, and public and private organizations.  
Makes public appearances on behalf of the Chief of Police at meetings, conferences and other public functions as required.  
Responsible for the review of the main offices' budgets, along with submitting recommendations to the Chief of Police for additional personnel or equipment.  
Prepares and directs preparation of regulations and special reports.  
Resolves special public relation problems.  
Reviews transfer requests and selection process within the Police Department.  
Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

Principles, practices and techniques of modern police administration, organization and operation.  
Laws, ordinances and regulations affecting the work of the department.  
Technical and administrative phases of crime prevention, juvenile delinquency control, law enforcement and related functions, including

QUALIFICATIONS: (Continued)

investigation and identification, patrol, traffic control and safety.

Types and use of firearms, communications and automotive equipment used in modern Police work.

Criminal law, with particular reference to the apprehension, arrest and prosecution of persons committing misdemeanors and felonies, and of the laws of arrest and rules of evidence.

Functions of federal, state and local jurisdictions and authorities as they relate to Police work.

Principles of organization, administration and supervision.

Ability to:

Interpret and analyze laws, rules, regulations, ordinances and policies and adopt effective and reasonable courses of action.

Present ideas effectively, orally and in writing.

Plan, organize, assign and coordinate the activities of a professional and clerical staff.

Establish and maintain cooperative and effective working relationships with governmental officials, employees and the public.

Experience and Education:

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Seven years of Police supervisory experience equivalent to the level of Police Captain with the Sacramento Police Department.

Education:

Equivalent to a Bachelor's Degree from an accredited college or university.

Adopted:

Revised:

Title Change:

Abolished:

Class Code.

DEPUTY CHIEF OF POLICE  
(EXEMPT)

DEFINITION:

To assist the Assistant Chief of Police in performing administrative duties in planning, organizing and directing the activities of the following offices: Administrative Services, Operations and Investigations.

SUPERVISION RECEIVED AND EXERCISED:

Direction is provided by the Assistant Chief of Police.  
Responsibilities include the administrative direction of Police Captains and the indirect supervision of other uniform and clerical staff.

EXAMPLES OF DUTIES:

Responsible for the maintenance of general administrative control of all persons employed within the office to which assigned.

Assists in the preparation of the departmental budget and provides administrative guidance for the control of budget expenditures.

Acts as representative of the Police Department at meetings, conferences, and other public functions as required.

Directs the preparation of a variety of records and reports relating to police activities.

Reviews and evaluates reports submitted by subordinate personnel.

Evaluates existing activities and procedures and recommends change as necessary.

Performs related work as required.

QUALIFICATIONS:

Knowledge of:

Principles, practices, and techniques of Police administration, organization, and operation.

Laws, ordinances, and regulations affecting the work of the department.

Criminal law, with particular reference to the apprehension, arrest, and prosecution of persons committing misdemeanors and felonies, and of the laws of arrest and rules of evidence.

Principles of organization, administration and supervision.

QUALIFICATIONS: (Continued)

Ability to:

Analyze complex law enforcement problems and to adopt quick, effective, and reasonable courses of action.

Plan, organize, and direct the work of a large number of employees.

Prepare clear, concise, and comprehensive reports and to speak effectively before civic organizations and the general public.

Establish and maintain effective relationships with employees, community groups, neighborhood organizations, and the general public.

Experience and Education:

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of Police experience with at least three years in a supervisory capacity.

Education:

Equivalent to a Bachelor's Degree from an accredited college or university.

Adopted:

Revised:

Title Change:

Abolished:

Class Code:

**RESOLUTION NO. 80-842**

Adopted by The Sacramento City Council on date of

RESOLUTION AMENDING RESOLUTION NO. 75-164,  
RELATING TO THE DESIGNATION OF EXEMPT EMPLOYEES

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SACRAMENTO:

SECTION 1.

Resolution No. 75-164 is hereby amended by adding the following classification to the list of exempt classifications:

ASSISTANT CHIEF OF POLICE (Exempt)

SECTION 2.

Resolution No. 75-164 is hereby amended by deleting the following classification from the list of exempt classifications:

INSPECTOR OF POLICE (Exempt)

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MAYOR

ATTEST:

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CITY CLERK

**APPROVED**  
BY THE CITY COUNCIL

DEC 16 1980

OFFICE OF THE  
CITY CLERK

# RESOLUTION NO. 80-843

Adopted by The Sacramento City Council on date of

December 16, 1980

A RESOLUTION AMENDING RESOLUTION NO. 80-415  
DATED JUNE 27, 1980 RELATING TO CLASSIFICATIONS,  
COMPENSATION RATES AND SALARY RANGES

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SACRAMENTO:

## SECTION 1.

Effective immediately, Section 1 of Resolution No. 80-415, adopted by the City Council on June 27, 1980, is hereby amended by adding the following classification to the listing of classifications:

ASSISTANT CHIEF OF POLICE (Exempt)

<u>Code No.</u>	<u>Department &amp; Class Title</u>	<u>Salary Schedule No.</u>	<u>Range No.</u>	<u>Approx. Monthly Salary Range</u>
01075	Police - Assistant Chief of Police (Exempt)	VI	27	\$3344-\$4072

## SECTION 2.

Effective immediately, Section 1 of Resolution No. 80-415, adopted by the City Council on June 27, 1980, is hereby amended by deleting the following classification from the listing of classifications:

<u>Code No.</u>	<u>Department &amp; Class Title</u>	<u>Salary Schedule No.</u>	<u>Range No.</u>	<u>Approx. Monthly Salary Range</u>
13002	Police - Inspector of Police (Exempt)	XII	2	\$2890-\$3519

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MAYOR

ATTEST:

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CITY CLERK

**APPROVED**  
BY THE CITY COUNCIL

DEC 16 1980

OFFICE OF THE  
CITY CLERK

34B



CITY OF SACRAMENTO

DEPARTMENT OF EMPLOYEE RELATIONS

801 NINTH STREET, ROOM 105  
SACRAMENTO, CALIFORNIA 95814  
TELEPHONE (916) 449-5424

STEVE LAKICH  
DIRECTOR OF EMPLOYEE RELATIONS

December 11, 1980

City Council  
Sacramento, California

Honorable Members in Session

SUBJECT: Amendment to the Employer-Employee Relations Policy

SUMMARY

The City's Employer-Employee Relations Policy needs to be amended to delete the abolished class of Inspector of Police from the Police Management Unit and to designate the new class of Assistant Chief of Police as Unrepresented Management. The Sacramento Police Deputy Chiefs and Captains Association wants the class of Assistant Chief of Police to be included in the Police Management Unit. The issue is a question of an appropriate bargaining unit and not a question of the right to representation. The recommendation is to delete the abolished class of Inspector of Police and to designate the Assistant Chief of Police as Unrepresented Management.

BACKGROUND

The Sacramento Police Deputy Chiefs and Captains Association is the recognized employee organization for the Police Management Representational Unit. The Police Management Unit presently consists of the following three classifications:

- Inspector of Police
- Police Captain
- Deputy Chief of Police

With the proposed reorganization of the management structure within the Police Department, the class of Inspector of Police is to be abolished and a new class of Assistant Chief of Police is to be established. The representational unit structure in the Employer-Employee Relations Policy needs to be amended to reflect these classification changes in the Police Department. Consequently, the staff is recommending that the abolished class of Inspector of Police be removed from the Police Management Unit and the new class of Assistant Chief of Police be designated as Unrepresented Management.

**APPROVED**  
BY THE CITY COUNCIL

DEC 16 1980

OFFICE OF THE  
CITY CLERK

The Sacramento Police Deputy Chiefs and Captains Association is opposed to the staff recommendation to designate the Assistant Chief of Police as Unrepresented Management. The Association wants the Assistant Chief of Police to be placed in the Police Management Representational Unit. The Association was advised of the City's position in a meeting held on November 12, 1980. The parties met and consulted in good faith and were unable to resolve the matter.

In support of its contention, the Association is relying upon a 1977 appellate court decision in the matter of the Sacramento Police Deputy Chiefs and Captains Association vs. City of Sacramento. In that case, the court ruled that the management employees in the Police Department had a right to representation. That court decision is not relevant in this instance because that case dealt with the right of representation and the issue before the City Council is the question of an appropriate bargaining unit. Specifically, the issue is a unit determination matter on whether it is appropriate to designate the class of Assistant Chief of Police in the Police Management Unit or whether the class should be designated as Unrepresented Management.

Under the National Labor Relations Act, as well as most other state statutes which govern public sector labor relations, the standards for the determination of an appropriate bargaining unit are set forth in the law. The standards for determining an appropriate bargaining unit usually contain such criteria as whether the employees share a strong community of interest with respect to common skills and responsibilities, the effect the proposed unit would have on the bargaining relationship, and the effect the proposed unit would have on the efficient operations of the employer.

The Meyers-Milias-Brown Act which governs the labor-management relations for cities, counties, and special districts in California does not contain the traditional unit determination standards, but instead, leaves this matter to the discretion of the local governing body in establishing an employer-employee relations system. Most local government jurisdictions in California have adopted employee relations ordinances which include the traditional standards for unit determination. The Employer-Employee Relations Policy for the City of Sacramento does not contain any standards for unit determination. In the absence of such standards, the City Council has established bargaining units at its discretion and those units are set forth as Exhibit "A" in the City's Employer-Employee Relations Policy.

In this particular case, and again without any written standards, the City Council must make a reasonable determination on what constitutes an appropriate unit based on the presentation made by the parties before the Council. The City Council, of course, should apply some reasonable rationale including the traditional unit determination standards in making a decision on this matter.

Consequently, the City staff firmly believes that the class of Assistant Chief of Police should be designated as Unrepresented Management for the following reasons:

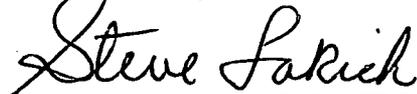
1. The Assistant Chief of Police, together with the Chief, will have authority and responsibility to develop policy for the Police Department. The Deputy Chiefs and Captains do not have such similar authority or responsibility. Their role is to perform administrative duties in carrying out the policies and directives of the Chief and Assistant Chief.

2. The Assistant Chief will assume the command of the Department in the absence of the Chief of Police. The Deputy Chiefs and Captains will not be called upon to act as the Department Head.
3. With over 700 employees in the Police Department, the only full-time position which is presently Unrepresented Management is the one-position class of Chief of Police. The Chief of Police needs to have his top assistant as his representative in directing the day-to-day operations, including sensitive labor relations matters for the over 700 employees in the Police Department.
4. The Assistant Chief of Police will have closer ties and share a stronger community of interest with the Chief of Police than with the Deputy Chiefs and Captains.
5. In other comparable City departments, the Assistant Department Director is unrepresented management.

#### RECOMMENDATION

It is recommended that the City Council approve the attached resolution amending the Employer-Employee Relations Policy to delete the class of Inspector of Police from the Police Management Unit and to designate the class of Assistant Chief of Police as Unrepresented Management.

Respectfully submitted,



Steve Lakich  
Director of Employee Relations

Recommendation Approved:



Walter J. Slipe  
City Manager

December 16, 1980  
All Districts

Attachment

**RESOLUTION NO. 80-84A**

Adopted by The Sacramento City Council on date of

DECEMBER 16, 1980

A RESOLUTION AMENDING RESOLUTION NO. 77-348,  
ADOPTED JUNE 28, 1977, RELATING TO EMPLOYER-  
EMPLOYEE RELATIONS

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SACRAMENTO:

SECTION 1.

Resolution No. 77-348, adopted June 28, 1977, is hereby amended by adding to Exhibit "A" thereof the following new classification, at Part B, as unrepresented management:

Assistant Chief of Police

SECTION 2.

Resolution 77-348, adopted June 28, 1977, is hereby amended by deleting from Exhibit "A" thereof, at Part A, Section 6.5, the following classification:

Inspector of Police

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MAYOR

ATTEST:

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CITY CLERK

**APPROVED**  
BY THE CITY COUNCIL

**DEC 16 1980**

OFFICE OF THE  
CITY CLERK



# CITY OF SACRAMENTO

## DEPARTMENT OF COMMUNITY SERVICES

3520 FIFTH AVENUE  
(916) 449-5200

SACRAMENTO, CA 95817

SOLON WISHAM, JR.  
DIRECTOR

CROCKER ART MUSEUM DIVISION  
GOLF DIVISION  
METROPOLITAN ARTS DIVISION  
MUSEUM AND HISTORY DIVISION  
RECREATION DIVISION  
PARKS DIVISION  
ZOO DIVISION

December 9, 1980

City Council  
Sacramento, California

Honorable Members in Session:

SUBJECT: Tahoe Tallac Little League Lease

CITY MANAGER'S OFFICE  
**RECEIVED**  
DEC 10 1980

### SUMMARY

Pursuant to City Council direction on August 19, 1980 (Resolution No. 80-540), this office has negotiated a lease with the Tahoe Tallac Little League. The lease is in substantially the same form as other leases with various little leagues that have been approved by the Council.

### BACKGROUND INFORMATION

The City recently purchased a parcel of land on San Joaquin Street from the Sacramento City Unified School District. The Tahoe Tallac Little League has occupied the site for several years and has been an acceptable steward of the property according to information received from the School District. All improvements to the site have been made by the Tahoe Tallac Little League.

### FINANCIAL DATA

The annual rent is set for \$12.00 for each of the four years of the lease.

### RECOMMENDATION

It is recommended that the City Council, by resolution, authorize the City Manager and City Clerk to execute a lease between the City of Sacramento and the Tahoe Tallac Little League.

Respectfully submitted,

SOLON WISHAM, JR.  
Director of Community Services

Recommendation Approved:

  
WALTER J. SLIZE, City Manager  
SW:js

**APPROVED**  
BY THE CITY COUNCIL

*A-80142*

DEC 16 1980

OFFICE OF THE  
CITY CLERK

December 16, 1980  
District 6

**RESOLUTION NO. 80-845**

Adopted by The Sacramento City Council on date of

RESOLUTION AUTHORIZING THE LEASING OF CERTAIN  
REAL PROPERTY TO THE TAHOE TALLAC LITTLE LEAGUE

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SACRAMENTO:

The City Manager is hereby authorized and directed to  
execute on behalf of the City of Sacramento that certain lease  
between the City of Sacramento and the Tahoe Tallac Little League.

\_\_\_\_\_  
MAYOR

ATTEST:

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CITY CLERK

**APPROVED**  
BY THE CITY COUNCIL

DEC 16 1980

OFFICE OF THE  
CITY CLERK



# CITY OF SACRAMENTO

## OFFICE OF THE CITY CLERK

915 I STREET  
CITY HALL ROOM 203

SACRAMENTO, CALIFORNIA 95814  
TELEPHONE (916) 449-5420

LORRAINE MAGANA  
CITY CLERK

December 24, 1980

Tahoe Tallac Little League  
Post Office Box 20035  
Sacramento, CA 95820

Gentlemen:

On December 16, 1980, the City Council adopted a resolution authorizing the execution of the agreement Leasing of Certain Real Property to the Tahoe Tallac Little League.

For your records, we are enclosing one fully executed copy of said agreement.

Sincerely,

  
Lorraine Magana  
City Clerk

LM/lg

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Encl: One certified copy of Agreement and Resolution #80-845

cc: Real Estate Div.