



MEMORANDUM

Agenda Item #: 7
Meeting Date: 07/24/2018

TO: HONORABLE MAYOR AND CITY COUNCIL

THRU: ANTON DAHLERBRUCH, CITY MANAGER /s/

FROM: KARINA BAÑALES, ASSISTANT TO THE CITY MANAGER/HR /s/

SUBJECT: SUMMARY REPORT TO “RECEIVE AND FILE” ON THE FILLING OF A VACANCY IN THE POLICE DEPARTMENT WITH A CAPTAIN AND ELIMINATING A SERGEANT POSITION

DATE: JULY 24, 2018

ISSUE

On July 10, 2018, the City Council authorized a Captain to refill the vacant Police Department support services position. The Captain will resume oversight of support services including: dispatch, jail, budget, disaster preparedness, purchasing, contract, animal control, and volunteer programs. The City Council approved an internal testing, thus the promotion of a Sergeant to Captain would eliminate a Sergeant position. This staff report provides the justification and a detailed explanation of the cost savings resulting from this action. This report is to “receive and file.”

BACKGROUND/DISCUSSION

On [September 26, 2017](#), [October 30, 2017](#), [November 28, 2017](#), and [January 10, 2018](#), the City Council discussed the budget and operations of the Police Department in the context of the Police Management Study completed by Lewis-McCrary Partners and staff input. This discussion included consideration of replacing the sworn Administrative Captain position with a non-sworn (civilian) Support Services Manager. After extensive deliberation, the City Council directed the administrative support position recruitment for a Police Support Services Manager. It was noted that if, after approximately 3 months, the recruitment does not result in identifying and/or hiring an individual, staff will return to the City Council for further consideration of filling the position with a Captain.

Recruitment Results

The recruitment for a Support Services Manager commenced and was made available for six weeks from January 15, 2018 to March 2, 2018. The position vacancy was posted on numerous recruitment sites, such as GovernmentJobs.com, Commission on Peace Officer Standards and Training (POST), and nearby public agencies with law enforcement personnel. The recruitment rendered 64 applications. A total of 28 candidates, although not all were qualified, were identified for further assessment based on the eight required and desirable qualifications for the Police Support Services Manager position. It is important to note that in this group of 28, there were no internal candidates. Based on the eight criteria, a total of eleven candidates objectively met the minimum required qualifications. Chief Velez reviewed the eleven applications and seven were invited to interview for the position.

The raters interviewed the five candidates who appeared for the oral boards, and selected two candidates to be placed onto the eligibility list. Both raters indicated that candidates met the minimum requirements but lacked dispatcher/jailer experience, public sector budgeting and supervision of dispatchers/jailer. Regardless, the two candidates were placed on the eligibility list. The eligibility list allows for the candidates to be interviewed for the position by the hiring Department Director, Chief Velez. Chief Velez interviewed both candidates and declined offering the position to either candidate. The recruitment officially closed on May 22, 2018.

Decision to retain the Captain position

On [July 10, 2018](#), staff presented to the City Council a recommendation to retain a professional recruiting firm and execute an agreement not to exceed \$20,000 with the option of filling the vacancy with a Captain position. At the conclusion of the presentation, the City Council concluded to fill the vacant Captain position through an internal promotional recruitment with the concurrent cost-saving measure of eliminating of a Sergeant position.

Captain position

For cost savings of approximately \$50,000, the Lewis-McCrary study recommended a civilian Police Support Services Manager to fill the vacancy of the sworn Police Captain for administration. Please recall that only two LA County cities are known to have (had) a civilian in this position; one of which has reverted back to a sworn Captain and the other is experiencing challenges with a civilian replacing a sworn Captain position. It is also relevant to know that professional recruiting firms are not known to have recruited for a civilian Police Support Services Manager. It is further notable that the Lewis-McCrary study recommended the reduction of one Police Sergeant position that would either require layoffs, severance for everyone in the position interested in leaving City employment, or attrition. The City has been relying on attrition, thus we have not realized the savings of approximately \$180,000 associated with the fully benefited position. With the elimination of a Sergeant position, the duties fulfilled by the Training and Personnel Sergeant will be filled by the Sergeant responsible for investigations.

There are a number of advantages of a Captain over the \$50,000 projected savings associated with hiring a Support Services Manager. A Captain:

- Provides 7-day-a-week, 24 hours–a-day availability of a sworn Officer for response to routine calls, incidents, as well as emergencies and disasters (i.e. fires, cliff rescues, containments, etc.).
- Serves as an Acting Chief when, for example, the Chief is on vacation and the Operations Captain is not accessible.
- Supports employee retention and internal succession to Chief.
- As a successor for Chief, will have experience developing and implementing the Department’s operating budget and overseeing dispatch/jail functions.

FISCAL IMPACT

Spending \$20,000 for a recruitment may not have resulted in a more successful candidate. In addition, the City will immediately achieve savings by reducing one Sergeant position.

The total compensation of existing Sergeants range from \$163,000 to \$188,000 (previously referenced as the median of \$180,000). The total compensation for a Captain is \$194,000. An internal promotional recruitment will result in an actual immediate net savings of \$140,000 to \$165,000 along with long term savings as a result of one less employee.

In combination of the avoided cost of an additional recruitment and savings in a Sergeant’s compensation, the total projected budget saving for the first fiscal year will be approximately \$160,000 to \$185,000.

NOTIFICATION

This item was included on the City Council’s agenda that was posted and advertised according to standard practices.

ALTERNATIVES AVAILABLE TO COUNCIL

This report is to “receive and file.” The alternative available to the City Council is to provide additional direction.

CONCLUSIONS AND RECOMMENDATION

This staff report provides the justification and a detailed explanation of the operational benefits and cost savings resulting from retaining a Captain to fill the vacant Police Department support services position and from eliminating a Sergeant position. This report is to “receive and file.”