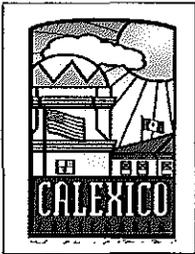


AGENDA
ITEM

11



AGENDA STAFF REPORT

DATE: October 2, 2019

TO: Mayor and City Council

APPROVED BY: David B. Dale, City Manager *DBD*

PREPARED BY: Denise Garcia HR/RM Manager *Denise Garcia*

SUBJECT: Approve Job Description & Salary Range for Police Recruit (Academy Cadet)

=====

Recommendation:

Approve the attached revised job description and salary range for the position of Police Recruit (Academy Cadet).

Background:

Like many other municipalities in California, the City of Calexico, has had difficulty in not only identifying and hiring qualified candidates, but retaining them as well. There are a number of factors involved contributing to the City's inability to attract and retain qualified police officers. Some of those include the City's location, non-competitive salary, lack of advancement opportunities within the Department, ability to pass pre-employment screenings and failure to meet probationary standards. Over the last eighteen months, the Human Resources Department has worked in conjunction with the Police Department to streamline the hiring process, while still abiding by P.O.S.T. hiring guidelines. To take it one step further, the Police Department has requested the position of Police Cadet (Academy Recruit) in order to grow candidates while they are enrolled in the Police Academy by developing an employment relationship with qualified recruits.

Discussion & Analysis:

The Police Cadet will be covered under the CMEA bargaining group as a non-sworn, at will employee and receive full time salaries and benefits. Candidates will be subject to a probationary period while attending the academy set forth in an employment agreement and detailed requirements for permanent employment eligibility as a full time sworn Police Officer will be outlined in a conditional job offer. This new position also enables supervisory and training staff in the Police Department to mentor the candidates and assist them in areas they may be having difficulties with while attending the academy. It is anticipated that by fostering this relationship and providing a monetary incentive, the Cadets will have a sense of obligation to select the Calexico Police Department as their employer on a permanent basis. It is the City's goal to retain these individuals and not lose them to competing law enforcement agencies or to probationary terminations.



Fiscal Impact:

The proposed salary for the Police Recruit (Academy Cadet) is Range G-14. Estimated salaries and benefits for one Police Recruit (Academy Cadet) is \$34,981.78, for the remainder of the 19/20 fiscal year and the full year estimate per position is \$59,968.77. Total fiscal impact is dependent on number of qualified candidates to be allocated and unknown at this time.

Coordinated With:

Police Department
Calexico P.O.A.
Finance Department

Attachments:

1. Police Recruit (Academy Cadet) Job Description
2. Proposed Salary Range
3. Salaries & Benefits Fiscal Impact



CITY OF CALEXICO

CLASS TITLE: POLICE RECRUIT (ACADEMY CADET)

MONTHLY: \$2,358 - \$2,866

RANGE: G-14

POSITION SUMMARY:

This position is a part-time, limited term, and unbenefited position intended for those intent on successfully transitioning to a full-time, regular sworn officer position following completion of Academy and necessary POST certifications. The position serves at the will and pleasure of the City Chief of Police, and employment may be ended at the discretion of the Chief, for any reason, without right of appeal.

While in Academy this position, under moderate supervision and to extent allowed by law as a non-sworn employee, patrols assigned areas, responds to calls or observed violations, and enforces public safety and traffic laws, regulations and ordinances while working with a more experienced Police Officer; assists other officers and performs special detail work as needed; performs related responsibilities as required.

REPORTING RELATIONSHIPS:

Reports to a Police Sergeant and receives direct supervision from a Training Officer.

Essential Job Functions: *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Patrols assigned district by automobile, motorcycle, or on foot in order to prevent and detect crime activity and enforce laws, regulations and ordinances.
- Responds to radio communications or citizen requests and investigates reported disorders, observed violations, and related incidents; collects and preserves, and transports physical evidence.
- Notes and reports traffic problems, abandoned or damaged vehicles, and other safety hazards.
- Issues verbal warnings or written citations for parking or moving violations.
- Investigates traffic accidents and directs and controls the flow of traffic at the scene of accidents, signal failures and special events.
- Investigates, interviews witnesses, and prepares crime, incident, traffic collision, drug influence, missing person, and suspicious person reports; prepares special reports as

assigned.

- Restores order and maintains peace at public gatherings or in conflict situations.
- Observes and reports conditions conducive to crime activity.
- Provides general information and assistance to the public.
- Identifies, pursues, apprehends, makes arrests, advises of rights, searches, and transports suspects.
- Appears in Court to testify regarding arrests or other law enforcement activity and case evidence.
- Administers emergency first aid to injured or incapacitated persons until medical personnel arrive.
- Participates in community awareness programs as information program to inform citizens of police functions, and crime prevention techniques.

The preceding activities have been provided as examples of the types of work performed by positions assigned to this job classification. The City reserves the right to add, modify, change, or rescind work assignments as needed.

QUALIFICATIONS GUIDELINES

Education/Experience/Training:

REQUIRED: Equivalent to high school graduation. Completion of Level III and Level II and in the process of completion of a POST Level I Academy (with confirmation from the Academy).

Knowledge of:

State motor vehicle codes, traffic safety regulations and municipal ordinances; police science principles; police department policies, practices and procedures; theories of human behavior; Federal and state laws, statutes, local ordinances and court decisions governing arrest and custody of prisoners, search and seizure, rules of evidence, and privacy rights; first aid techniques; safety rules and procedures; criminal investigation, crime prevention principles and techniques; self-defense methods and physical restraint techniques; radio codes and communications procedures; disease control methods and techniques.

Skills:

Operate a police motor vehicle, firearms and weapons safely; properly use tools to gain access to buildings; operate two-way radio following proper communications procedures.

Ability to:

Pass physical, psychological and agility tests; tactfully and effectively relate with different racial, ethnic, age, and economic groups; comprehend and understand departmental rules,

procedures, police instructions, laws and general literature pertaining to law enforcement activities; understand State Motor Vehicle Codes and traffic safety laws and local ordinances; accurately recall the circumstances under which traffic violations occurred for testimony purposes; learn City geography, streets layouts and traffic and crime patterns; understand and interpret maps to determine locations of calls; work effectively in team response situations; exercise tact and diplomacy in maintaining self-control in

provocative or confrontational situations; communicate clearly and concisely in conveying commands; maintain alertness and concentration in emergency situations; accurately recall names, faces and details regarding crime incidents; follow proper safety rules and procedures; work under variable weather conditions; communicate and work cooperatively with co-workers, supervision, and public and private representatives; understand and carry out oral or written commands and instructions; complete clear and accurate police reports and work activity records.

Special Requirements:

Obtain a valid Class C California driver's license and provide evidence of an acceptable driving record.

The employee may be called to respond to police service calls at any time during assigned shifts and may be called out for assistance during off-duty hours.

Ability to successfully pass background security investigation, meet City standards and successfully pass a pre-employment examination as a condition of employment.

Those hired into this position should be advised of the background and pre-employment qualifications for the position of Police Officer for the City of Calexico and have a good faith belief that they are capable of meeting those requirements and qualifications. (See Police Officer Job Description).

Employment Conditions:

This position is a full-time, limited term, position intended for those intent on completing Police Academy and successfully transitioning to a full-time police officer position. The position serves at the will and pleasure of the City Chief of Police, and employment may be ended at the discretion of the Chief, for any reason, without right of appeal.

Once the trainee has completed the training process, they are eligible for promotion to a sworn officer classification. The expectation is that those hired into this position will serve no less than five years as a sworn officer for the City following promotion.

| | | | | | | |
|-------------|-------------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| G-13 | Hourly | 13.27353 | 13.93720 | 14.63406 | 15.36577 | 16.13405 |
| | Pay Period | 1,062 | 1,115 | 1,171 | 1,229 | 1,291 |
| | Monthly | 2,301 | 2,416 | 2,537 | 2,663 | 2,797 |
| | Annual | 27,609 | 28,989 | 30,439 | 31,961 | 33,559 |

Library Technician

| | | | | | | |
|-------------|-------------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| G-14 | Hourly | 13.60536 | 14.28563 | 14.99991 | 15.74991 | 16.53741 |
| | Pay Period | 1,088 | 1,143 | 1,200 | 1,260 | 1,323 |
| | Monthly | 2,358 | 2,476 | 2,600 | 2,730 | 2,866 |
| | Annual | 28,299 | 29,714 | 31,200 | 32,760 | 34,398 |

Police Cadet (Academy Recruit) **PROPOSED

| | | | | | | |
|-------------|-------------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| G-15 | Hourly | 13.94550 | 14.64277 | 15.37491 | 16.14366 | 16.95084 |
| | Pay Period | 1,116 | 1,171 | 1,230 | 1,291 | 1,356 |
| | Monthly | 2,417 | 2,538 | 2,665 | 2,798 | 2,938 |
| | Annual | 29,007 | 30,457 | 31,980 | 33,579 | 35,258 |

Accounting Assistant I
Office Assistant

City of Calexico

Cost Projection Police Department

FY 2019-20

Calculations made From November 2019 - June 2020



| Position Title | Distributions | | | EARNINGS | | | Total Earnings | Benefits | | | | | | | Total Salary + Benefits | 7 Month Cost Calculation FY 2019-20 | |
|----------------|---------------|------|-----|----------|------|---------------|----------------|---------------------|----------------------------------|-------------------|-------------------------------------|--------------------|-----------|----------------------|-------------------------|-------------------------------------|-------------------|
| | | | | Base Pay | | | | 52009 PERS Unfunded | 52010 PERS EMPLOYER CONTRIBUTION | 52011 FICA & MEDI | 52012 Health / Medical Waived Total | 52013 WORKERS COMP | 52014 SUI | 52015 Life Insurance | | | Subtotal Benefits |
| | Fund | Dept | Div | Range | Step | Annual Salary | | | | | | | | | | | |
| Police Recruit | 111 | 20 | 210 | G-14 | 1 | 28,299.00 | 28,299.00 | 7,597.46 | 1,932.54 | 2,164.87 | 15,907.20 | 3,749.62 | 212.24 | 105.84 | 31,669.77 | 59,968.77 | 34,981.78 |

Net Cost FY 2018-19 34,981.78

FY Full Cost 59,968.77