

Memorandum

To: Personnel Committee
From: Chief Greg Leck
Date: 8/7/2014
Re: Police Department Supervisory Restructuring

Dear Committee Members,

As a result of the recent retirement of our senior patrol sergeant, the department has determined that this would be the optimal time to restructure the supervisory positions within the department. The department also feels it would be advantageous to move current first-line supervisors from represented positions to staff non-represented positions that would more affectively provide oversight to department operations.

History

Currently, the department has 1-Chief, 1Lieutenant, 4 Sergeant supervisory positions. Because of division levels the Lieutenant's position currently has, an on paper direct supervision of 4 sergeants and 3 detective positions. From a practical application, the chief currently directly supervises the detectives and both the chief and lieutenant share in the review all seven positions.

Proposal

The department feels that creating a second lieutenant's position and leaving vacant the fourth sergeant's position, would best serve the department now and going into the future. The second lieutenant position would serve as an Operations Lieutenant with primary duty responsibilities of patrol, scheduling, and first-line (sergeant) supervisory oversight. The existing lieutenant would then be responsible for detective oversight and administrative duties that include support functions.

Fiscal Impact

The fiscal impact of this supervisory change would result in an approximate budgetary increase of approximately \$1,500-2,000.00. This number is dependent on the pay grade of the likely internal candidate and the implementation date of any promotion. Costs would be the difference of pay going from an existing senior sergeant to an entry level non-represented

August 7, 2014

lieutenant position. An update of the non-represented payroll matrix is still being modified and will likely be available later. At this time we are not anticipating a budget adjustment as we believe that there may be enough saving within the current budget to cover this change.

I have attached copies of our current organizational chart and the new proposed chart to help clarify the structure and provide a visual of our intent.

Thank you for your consideration on this matter and if you have any further questions please let me know

Respectfully,

Greg Leck
Chief of Police