



AGENCY: City Council
MEETING DATE: August 13, 2018
DEPARTMENT: City Manager
PRESENTED BY: Tabatha Miller
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AGENDA ITEM SUMMARY

TITLE:

Receive Report and Consider Adoption of City Council Resolution Approving Reorganization of the Police Department Including: 1) Elimination of the Classification of Police Lieutenant; 2) Addition of one Community Service Officer (CSO); 3) Budget Approval for the Police Officer Position Unfunded in the Fiscal Year 2018-19 Approved Budget; and 4) Reclassification of the Administrative Coordinator to Administrative Supervisor

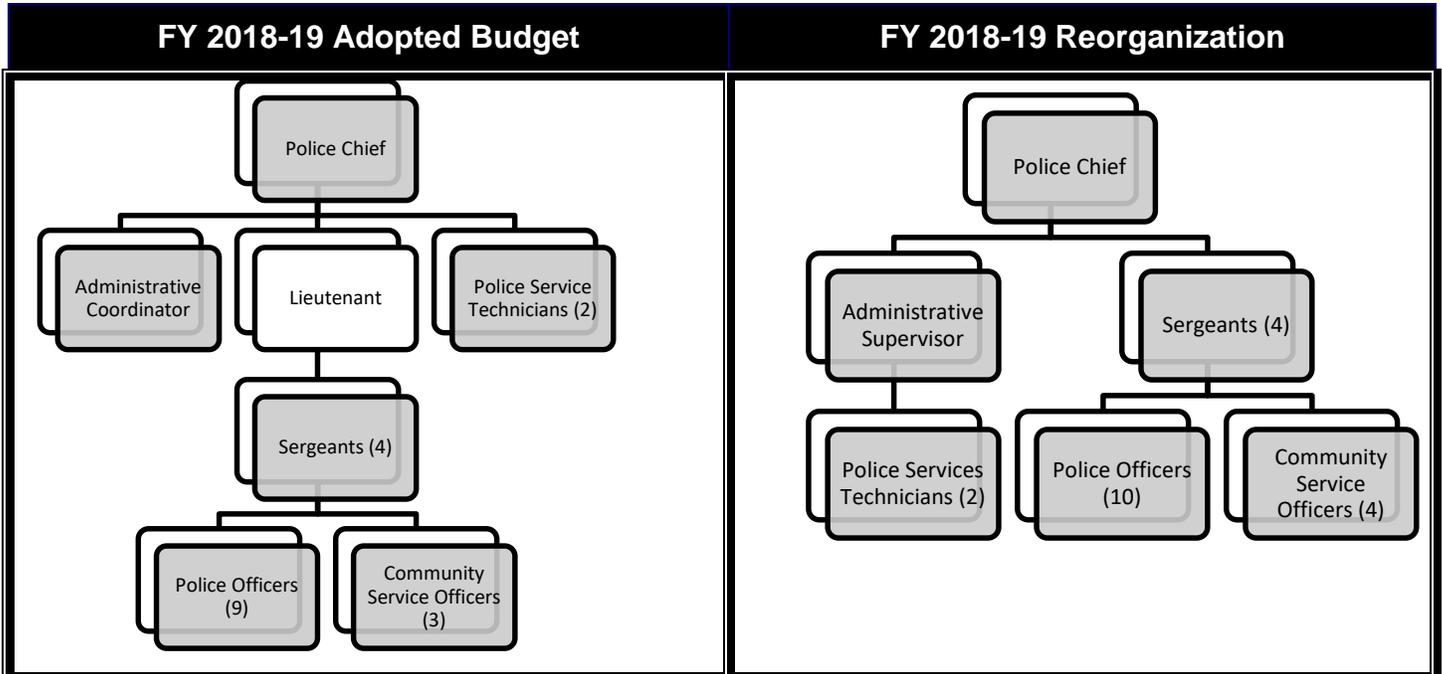
ISSUE:

City Council reported out of the Closed Session on July 23, 2018 that a 5-0 action was taken at the recommendation of the City Manager to reorganize the Police Department by eliminating the Police Lieutenant position and using the salary and benefit savings to fund an additional Community Service Officer (CSO) and to “unfreeze” the Police Officer Position not budgeted in Fiscal Year 2018-19 because of revenue shortfalls. The proposed reorganization will provide for more “boots” on the street and increased police presence to ensure the continued safety of our City – a key priority for the City Council.

The attached proposed Resolution documents those changes and updates the organizational chart for the Police Department.

ANALYSIS:

To close the budget gap in the FY 2018-19 Adopted Budget, the open unfilled Police Officer position was not budgeted. The Police Department provides public safety services 24 hours a day, seven days a week. Police Officers and Community Service Officers (CSO), under the supervision of a Sergeant, respond to calls for service, conduct investigations, respond to traffic accidents, traffic and parking complaints, and animal control issues.



Police Department Staffing

Patrol officers (including Sergeants) are assigned to shifts that rotate quarterly. A typical shift will include one Sergeant and two police officers. There are four shifts to provide coverage 24 hours a day, seven days a week. Alpha Day Shift works a 12-hour shift Sunday through Wednesday from 7:00 am to 7:00 p.m. in week one and Monday through Wednesday from 7:00 a.m. to 7:00 p.m. in week two. Alpha Night works a 12-hour shift Sunday through Wednesday from 7:00 p.m. to 7:00 a.m. in week one and Monday through Wednesday from 7:00 p.m. to 7:00 a.m. in week two. Bravo Day Shift works a 12-hour shift Thursday through Saturday from 7:00 a.m. to 7:00 p.m. in week one and Thursday through Sunday from 7:00 am to 7:00 p.m. in week two. Bravo Night Shift works a 12-hour shift Thursday through Saturday from 7:00 p.m. to 7:00 a.m. in week one and Thursday through Sunday from 7:00 p.m. to 7:00 a.m. in week two.

The CSOs typically work 10-hour shifts four days a week and provide coverage from 8:00 a.m. to 6:00 p.m. seven days a week and from 6:00 p.m. to 4:00 a.m. Wednesday through Saturday night.

Typical Department Shift Schedule

Week One							
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7:00-19:00	Alpha Day	Alpha Day	Alpha Day	Bravo Day	Bravo Day	Bravo Day	Bravo Day
19:00-7:00	Alpha Night	Alpha Night	Alpha Night	Bravo Night	Bravo Night	Bravo Night	Bravo Night
8:00-18:00	CSO Day	CSO Day	CSO Day	CSO Day (2)	CSO Day	CSO Day	CSO Day
18:00-4:00				CSO Night	CSO Night	CSO Night	CSO Night
Week Two							
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7:00 - 19:00	Alpha Day	Alpha Day	Alpha Day	Alpha Day	Bravo Day	Bravo Day	Bravo Day
19:00-7:00	Alpha Night	Alpha Night	Alpha Night	Alpha Night	Bravo Night	Bravo Night	Bravo Night
8:00-18:00	CSO Day	CSO Day	CSO Day	CSO Day (2)	CSO Day	CSO Day	CSO Day
18:00-4:00				CSO Night	CSO Night	CSO Night	CSO Night

One Police Officer is assigned to the Mendocino Major Crimes Task Force and only participates in the regular shift rotation when coverage requires. So long as no Police Officer or Sergeant is out sick, on vacation, or scheduled for training or other special assignment, three sworn officers (including one Sergeant) are available for patrol and to respond to calls for service. The addition of one Police Officer in the Reorganization provides for coverage during those periods when an officer is sick, on vacation, scheduled for training or other special assignment and/or during special events.

An additional CSO would provide every shift with patrol assistance by handling transports to the County jail in Ukiah and responding to calls. On shifts that a CSO is not available to handle a transport, the transport removes a sworn officer from the City for up to four hours at a time. The proposed additional CSO shift coverage provides for more officers on the street and available to respond to calls.

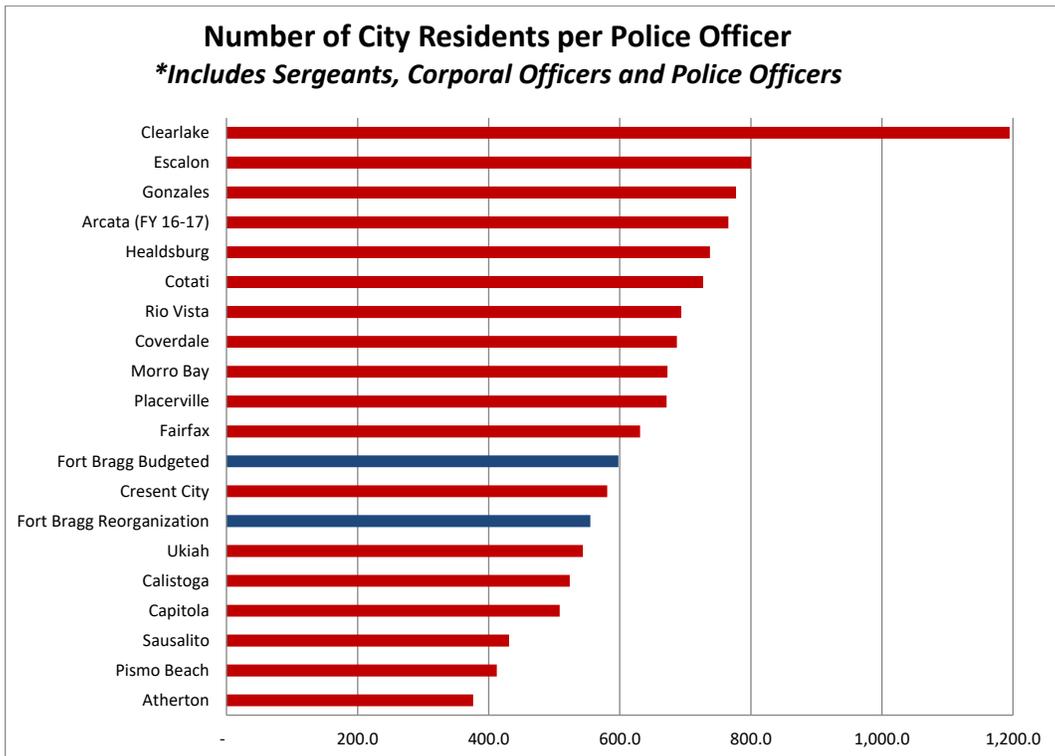
According to Chief Lizarraga, the department’s calls for service related to transient and homeless persons has increased to as much as 70% or more of the workload. Regular police presence, particularly in those areas where transients are more likely to congregate or receive services reduces the impact to the Community. A more visual presence and more available police resources on the street will provide better results.

Comparison to Other Jurisdictions

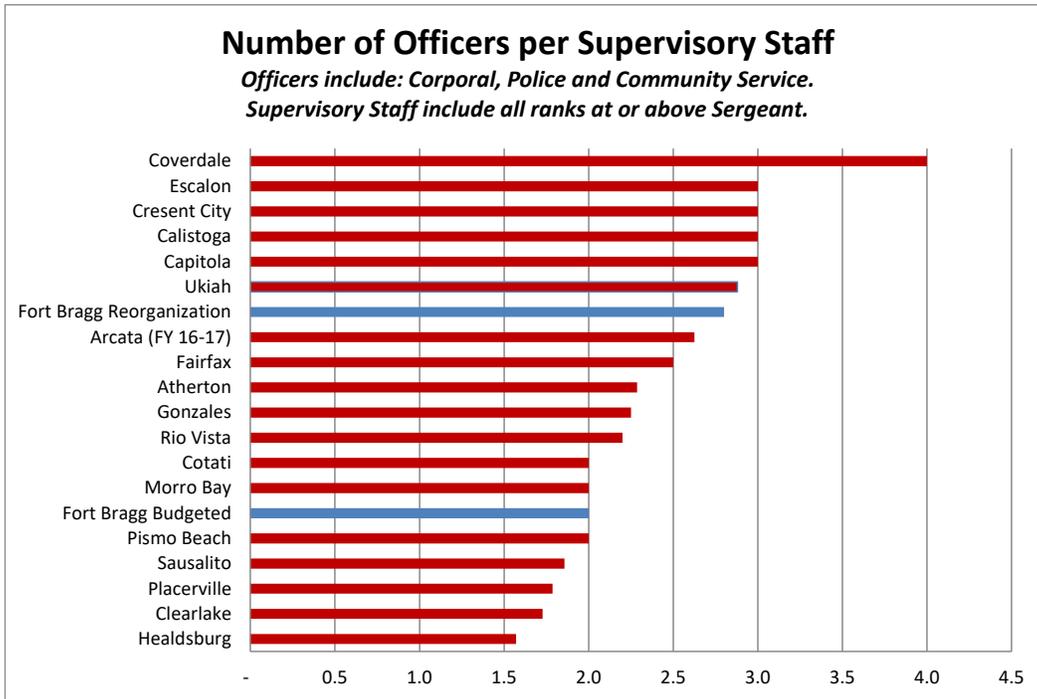
A review of other small California Cities’ police department organizational structures was conducted to provide a comparison to Fort Bragg’s department structure. Because the City contracts with Ukiah for dispatch services, dispatch employees were excluded from the comparison. Information was pulled from Fiscal Year

2017-18 Budget Documents (unless otherwise noted) and counted budgeted positions, which may differ from actual staffing levels. Not all communities operate in the same manner or employ the same positions. While all of the jurisdictions employed a Police Chief, only one of those reviewed employed an Assistant Police Chief. Only half of the jurisdictions employed a Lieutenant and a couple employed the rank of Commander and Captain (See *Attached Selected California Budgeted Position Summary*).

The chart below provides information on the number of residents served by each jurisdiction assuming that all budgeted positions are filled.



The chart below compares the number of officers, including Corporal, Police and CSO, to the number of supervisory staff in the department.



To provide additional administrative support to the Chief and Department, staff is recommending the reclassification of the Police Administrative Coordinator to Administrative Supervisor. This would shift the supervision of the two Police Service Technicians from the Police Chief to this reclassified position, allowing the Police Chief to focus more on the daily work of the Sergeants and the Officers working under their supervision. The new Supervisor position would also be available for administrative police work previously handled by the Lieutenant and Chief. Additional administrative department tasks will transition to the Administrative Services Department, as needed.

RECOMMENDED ACTION:

Adopt Resolution setting forth reorganization of the police department.

ALTERNATIVE ACTION(S):

1. Provide staff with additional direction regarding the reorganization.

FISCAL IMPACT:

Police Department	Impact to Budget		Average Impact
	High Estimate	Low Estimated	
Eliminate Lieutenant Position	\$ (202,000)	\$ (202,000)	\$ (202,000)
Fund Frozen Police Officer	117,200	102,000	109,600
Add Community Svcs Officer	78,800	63,600	71,200
Revise Administrative Coordinator Position	8,900	8,900	8,900
Subtotal	<u>\$ 2,900</u>	<u>\$ (27,500)</u>	<u>\$ (12,300)</u>

CONSISTENCY:

N/A

IMPLEMENTATION/TIMEFRAMES:

The elimination of the Lieutenant's position was implemented after the action was reported out on July 23, 2018. The additional changes, if approved, will be implemented September 2, 2018.

ATTACHMENTS:

1. Resolution
2. Selected California Budgeted Position Summary

NOTIFICATION:

None