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DEPARTMENT OF
PERSONNEL

PERSONNEL SERVICES DIVISION

CITY OF SACRAMENTO
CALIFORNIA

921 TENTH STREET
SECOND FLOOR
SACRAMENTO, CA
95814-2693

916-449-5726

DONNA L. GILES
DIRECTOR OF
PERSONNEL

December 11, 1990

APPROVED
BY THE CITY COUNCIL

DEC 11 1990

OFFICE OF THE
CITY CLERK

City Council
Sacramento, California

Honorable Members in session:

**SUBJECT: PROPOSED NEW EXEMPT CLASSIFICATIONS - POLICE INFORMATION OFFICER,
ASSISTANT PUBLIC SAFETY COMMUNICATIONS MANAGER, AND PROPERTY
MANAGEMENT SECTION ADMINISTRATOR**

SUMMARY

This report recommends the salary and designation of exempt management status for the new classifications of Police Information Officer, Assistant Public Safety Communications Manager, and Property Management Section Administrator.

BACKGROUND INFORMATION

The proposed classifications are part of the Police Department's ongoing plan to civilianize functions that are performed by sworn officers. The proposed classification of Police Information Officer will have the responsibility of providing information to the media relating to police activities and promote and coordinate community relations activities for the Police Department. The proposed classification of Property Management Section Administrator will be responsible for managing the property section which has the responsibility of processing, storing, retrieving, and safeguarding property and evidence. The proposed classification of Assistant Public Safety Communications Manager will assist the Manager position in managing the public safety communications center. A few years ago the Manager position was converted from sworn to civilian and the civilian assistant position was deleted. However, the personnel and training involved in the twenty-four dispatching function has increased to such a level that the Manager needs assistance to handle the operation of the division.

The proposed monthly salary for the Police Information Officer is \$2603.81 - \$3165.07, which is representative of the level and responsibility of this classification. Due to its level and reporting relationship, it is appropriate that it be designated as exempt management.

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The proposed monthly salary for both the Assistant Public Safety Communications Manager and the Property Management Section Administrator is \$3105.61 - \$3775.03, which is representative of the level and responsibility of these classifications and comparable to other classifications within the Police Department of similar responsibility. Since these positions function as assistants in carrying out the missions of their Division Chiefs, they warrant exempt management status as provided by the Charter.

No conflict of disclosure information is necessary for the Police Information Officer. The Assistant Public Safety Communications Manager and the Property Management Section Administrator will be required to file Conflict of Interest statements. The attached resolution provides the disclosure categories.

FINANCIAL DATA

There will be no financial impact as funding for these positions was provided for in the current fiscal year budget.

POLICY CONSIDERATIONS

None.


MBE/WBE EFFORTS

No impact.

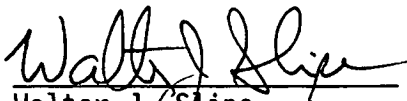
RECOMMENDATION

It is recommended that City Council approve the attached amendment to Resolutions 90-008 and 90-156 to effect the changes described in this memorandum.

Respectfully submitted,


DONNA L. GILES
Director of Personnel

RECOMMENDATION APPROVED:


Walter J. Slupe
City Manager

All Districts
December 11, 1990

Contact Person to Answer Questions:
THELMA VANESIAN, SR. PERSONNEL ANALYST, 449-5827

APPROVED
BY THE CITY COUNCIL

DEC 11 1990

OFFICE OF THE
CITY CLERK

RESOLUTION NO. 90-981

ADOPTED BY THE SACRAMENTO CITY COUNCIL

ON DATE OF _____

AMENDING RESOLUTION 90-008 RELATING TO SALARY
SCHEDULES, EMPLOYER-EMPLOYEE RELATIONS POLICY,
AND DESIGNATION OF EXEMPT JOB CLASSIFICATIONS

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SACRAMENTO THAT RESOLUTION 90-008
IS AMENDED AS FOLLOWS, EFFECTIVE DECEMBER 15, 1990:

Section 1.

Exhibit A, Salary Schedules, Schedules #01, Management, salaries is
amended by:

1. The addition of the classification of Police Information Officer,
with salary of \$2,603.81 - \$3,165.07 per month.
2. The addition of the classification of Assistant Public Safety
Communications Manager, with salary of \$3,105.61 - \$3,775.03 per month.
3. The addition of the classification of Property Management Section
Administrator, with salary of \$3,105.61 - \$3,775.03 per month.

Section 2.

Exhibit B, Employer-Employee Relations Policy is amended by the:

1. Addition of Police Information Officer to Management.
2. Addition of Assistant Public Safety Communications Manager to
Management.
3. Addition of Property Management Section Administrator to Management.

FOR CITY CLERK USE ONLY

RESOLUTION NO.: _____

DATE ADOPTED: _____

Section 3.

Exhibit C, Designation of Exempt Job Classifications, is amended as follows:

1. The classification of Police Information Officer is added.
2. The classification of Assistant Public Safety Communications Manager is added.
3. The classification of Property Management Section Administrator is added.

ATTEST:

CITY CLERK

MAYOR

FOR CITY CLERK USE ONLY

ORDINANCE NO.: _____

DATE ADOPTED: _____

RESOLUTION NO. 90-982

APPROVED
BY THE CITY COUNCIL

ADOPTED BY THE SACRAMENTO CITY COUNCIL

DEC 11 1990

ON DATE OF _____

OFFICE OF THE
CITY CLERK

RESOLUTION AMENDING RESOLUTION 90-156
RELATING TO THE CONFLICT OF INTEREST
CODE FOR THE POLICE DEPARTMENT

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

That Resolution 90-156, Exhibit A, relating to Conflict of Interest is hereby amended to add the following designated classifications and disclosure categories in the Police Department:

Designated Classification

Disclosure Categories

Assistant Public Safety
Communications Manager

5(a)(1), 6, 7, 10, 18(1)

Property Management
Section Administrator

5, 7, 8, 9, 15

ATTEST:

CITY CLERK

MAYOR

FOR CITY CLERK USE ONLY

RESOLUTION NO.: _____

DATE ADOPTED: _____

ASSISTANT PUBLIC SAFETY COMMUNICATIONS MANAGER
(Exempt)

DEFINITION:

To assist in planning, organizing, managing and evaluating the activities and personnel of the public safety communications center.

SUPERVISION RECEIVED AND EXERCISED:

General direction is provided by the Public Safety Communications Manager. Responsibilities include the direct and indirect supervision of dispatching communications personnel.

EXAMPLES OF DUTIES:

Duties may include, but not be limited to:

- Assist in the development and implementation of goals, objectives, policies, and priorities for the operation of the public safety communications center.
- Assist in the preparation and administration of the Division budget.
- Assist in the coordination and delivery of operational services with other departments, divisions, and outside agencies.
- Recognize need for, evaluate, recommend, develop, and implement new and revised operational policies, and procedures for an efficient public safety communications center.
- Select, supervise, train, and evaluate employees.
- Assist in the determination of dispatching equipment needs and participate in the procurement or enhancement of dispatch systems.
- Conduct surveys, perform research and analyses, and prepare written and oral reports related to fiscal, personnel, and operational problems of the communication center.
- Provide assistance to supervisory dispatch personnel in resolving technical operational problems and in interpreting departmental policies in relation to both dispatch and personnel issues.
- Serve as Acting Public Safety Communications Manager as required.
- Perform special assignments and related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Principles and practices of public administration, governmental finance, budgeting, and accounting; supervision; personnel administration; analytical procedures; procurement methods; and modern management methods and practices.
- Research techniques, analysis, and procedures and methods of report presentation.
- Techniques, procedures, policies and methods used in the operation of a Public Safety Communications Center.
- Teaching methods, material, and equipment.

QUALIFICATIONS (continued)

Knowledge of: (continued)

- Applicable Federal, State, and local laws, rules and regulations regarding dispatch operations and computer applications.
- Computer aided dispatch systems, video display terminals, radio dispatching consoles and associated equipment.
- City and Department policies, orders, rules, regulations, and labor agreements and their application to Division operation.

Ability to:

- Select, supervise, train and evaluate employees.
- Motivate employees and create and maintain a positive working environment, which includes recognizing exemplary performance and positive counseling.
- Accurately interpret emergency situations and take immediate and effective action.
- Analyze and recommend solutions to operational dispatch problems.
- Perform administrative work involved in the management of the communications center, including budget preparation, evaluation of personnel and equipment needs, report preparation and maintenance, and policy preparation and interpretation.
- Meet and deal tactfully, and establish and maintain cooperative working relationships with the public, news media, governmental agencies, management, and subordinate staff.

Experience:

Two years of experience comparable to a Supervising Dispatcher with the City of Sacramento.

Or

Two years of complete shift responsibility experience with a Police or Fire jurisdiction which used a computer aided dispatch system.

Education:

Completion of supervisory, management or public administration coursework is desirable.

SPECIAL QUALIFICATIONS:

Driver License:

Possession of a valid California Class C Driver License. Individuals who do not meet this requirement due to physical disability will be reviewed on a case-by-case basis.

Adopted:

Revised:

Title Change:

Maintenance Update:

Abolished:

Class Code:

POLICE INFORMATION OFFICER
(Exempt)

DEFINITION:

To provide information to the media relating to police activities and to plan, develop, and coordinate community relations activities for the Police Department.

SUPERVISION RECEIVED AND EXERCISED:

Direction is provided by the Police Chief and higher level Police management.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to:

- Represent the Police Department and serve as the media liaison concerning Police Department issues and public information.
- Coordinate news releases and facilitate media interviews with other members of the Police Department.
- Stay informed of police activities by use of the hotline computer printout, the patrol activity reports, and the daily verbal briefing with management staff in order to effectively respond to requests from personnel representing the newspaper, radio, and television.
- Respond to incidents as required, and gather and disseminate information to the media.
- Receive inquiries from the media and respond orally or in writing or coordinate responses with other members of the Police Department.
- Prepare reports and keep records of police related media activities.
- Prepare draft releases, and speeches or presentations for the Chief of Police to be used at community meetings, award ceremonies, legislative hearings, etc., that may be covered by local, state, or national media.
- Produce articles for the Police Department which may be used by local, state, or national newsletters or publications.
- Attend community meetings or arrange for appropriate staff to attend.
- Recognize need to promote and enhance the image of the Police Department by developing positive police related newsworthy items and planning and coordinating public relations activities.
- Establish and maintain cooperative and effective working relationships with the various news media and other public groups.
- Perform special assignments and related duties as required.

QUALIFICATIONS:

Knowledge of:

- Principles and practices of public relations, including working with personnel from the media, and the preparation and dissemination of information using all forms of communication.

QUALIFICATIONS: (Continued)

Knowledge of: (Continued)

- Principles and practices of community relations
- Promotional methods
- Event planning and coordination.
- City government, Police Department organization, basic law enforcement principles, and public administration.
- Research techniques and procedures, and methods of report presentation.

Ability to:

- Provide highly responsible staff assistance to police management in providing information to the media and community groups.
- Comprehend and use publications, news articles, and documented studies related to law enforcement in order to enhance public image of department.
- Research, analyze, organize, edit, write, and design informational material for publication and presentation.
- Communicate clearly and concisely, orally and in writing.
- Establish and maintain cooperative working relations with the press and other public media.
- Prepare and maintain statistical reports regarding media activity.
- Remain professional and calm during interviews and provide only allowable information.

Experience:

Three years of experience in media or public relations work with either private or public agencies, including experience in research and report writing and public speaking.

Education:

A bachelor's degree from an accredited college or university with a major in communication or journalism or a closely related field.

SPECIAL QUALIFICATIONS:

Driver License:

Possession of a valid California Class C Driver License. Individuals who do not meet this requirement will be reviewed on a case-by-case basis.

Adopted:

Revised:

Title Change:

Maintenance Update:

Abolished:

Class Code:

PROPERTY MANAGEMENT SECTION ADMINISTRATOR
(Exempt)

DEFINITION:

To plan, organize, manage, and evaluate the activities and personnel of the Police Property Management Section.

SUPERVISION RECEIVED AND EXERCISED:

General direction is provided by a Police Captain. Responsibilities include the direct and indirect supervision of professional, technical, and clerical employees.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to:

- Develop and implement goals, objectives, policies, and priorities for the Property Management Section.
- Plan long-range programs to meet current and future needs of processing, storing, retrieving and safeguarding property and evidence.
- Prepare and administer the Property Section budget.
- Recognize need for, evaluate, recommend, develop, and implement new and revised policies, procedures, and methods for legal and efficient custody of found property and evidence.
- Analyze department's needs as they relate to custodial functions, office supplies, fleet management, and armory, and recommend and implement cost saving measures and improvements.
- Determine equipment and automated inventory or computer needs for the section and participate in the procurement or enhancement of equipment or systems.
- Ensure the maintenance and inventory of department issued safety equipment.
- Authorize the final disposition of all firearms booked into the Property Management Section.
- Review firearm bookings and forward necessary information to the City Attorney.
- Supervise the destruction of narcotic contraband and firearms not returned to the owners.
- Authorize the release of monies for asset seizure, return to legal owners, deposit to City funds, and other authorized reasons.
- Conduct surveys, perform research and analyses, and prepare written and oral reports related to fiscal, personnel, and operational problems of the Property Management Section.
- Direct the preparation and maintenance of reports and records as required.
- Select, supervise, train, and evaluate employees.
- Serve as liaison and respond verbally or in writing to inquiries from other City departments, the District Attorney, the State Attorney General, the U.S. Attorney General, other law enforcement agencies, and the public regarding property and evidence matters.

EXAMPLES OF DUTIES: (Continued)

- Resolve work problems and interpret the more difficult departmental policies and legal requirements to employees, other departments, and the public to ensure harmonious working relationships.
- Perform special assignments and related duties as required.

QUALIFICATIONS:

Knowledge of:

- Applicable Federal, State, and local laws, rules and regulations regarding the care, custody and disposal of evidence and found property.
- Principles and practices of public administration, governmental finance, budgeting, and accounting; supervision; personnel administration; analytical procedures; procurement methods; and modern management methods and practices.
- Research techniques, analysis, and procedures and methods of report presentation.
- Teaching methods, materials, and equipment.
- City and Department policies, orders, rules, regulations, and labor agreements and their application.
- Automated computer and inventory systems.

Ability to:

- Provide highly responsible and technical staff assistance in the management of an automated system for the care, custody, and disposal of property and evidence.
- Analyze and recommend solutions to a variety of operational and organizational problems.
- Evaluate the Property Management Section's needs and present them clearly and concisely.
- Direct the efficient response to emergencies as they arise.
- Property interpret and make decisions in accordance with laws, regulations, and policies.
- Perform administrative work involved in the management of the section, including budget preparation, evaluation of personnel and equipment needs, report preparation and maintenance, and policy preparation and interpretation.
- Meet and deal tactfully, and establish and maintain cooperative working relationships with the public, media, governmental agencies, management, and subordinate staff.
- Select, supervise, evaluate and provide training programs for employees.

Experience:

Three years of supervisory and administrative experience with a police property management system or a similar inventory operation, preferably including experience with computerized inventory or computerized police systems.

PROPERTY MANAGEMENT
SECTION ADMINISTRATOR

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QUALIFICATIONS: (Continued)

Education:

Bachelor's Degree from an accredited college or university, preferably with specialization in public or business administration or criminal justice.

SPECIAL QUALIFICATIONS:

Driver License:

Possession of a valid California Class C Driver License. Individuals who do not meet this requirement due to physical disability will be reviewed on a case-by-case basis.

Adopted:

Revised:

Title Change:

Maintenance Update:

Abolished:

Class Code: