

**City of Culver City, California
Agenda Item Report**

Meeting Date: 8/24/09		Item Number: <u>C-5</u>	
CITY COUNCIL AGENDA ITEM: Approval of the Revised Classification Specifications for Police Sergeant, Police Lieutenant and Police Captain.			
Contact Person/Dept.: Serena Wright		Phone Number: 310-253-5640	
Fiscal Impact: Yes ☐ No ☒		General Fund: Yes ☐ No ☐	
Public Hearing: ☐		Action Item: ☐ Attachments: ☒	
Commission Action Required: Yes ☒ No ☐		Date: 07/01/09	
Civil Service Commission			
Public Notification: (E-Mail) Culver City Police Officers' Association (8/19/09), (E-Mail) Culver City Police Management Group (8/19/09); (E-Mail) Meetings and Agendas – City Council (08/19/09)			
Department Approval: Serena Wright (8/13/09)		City Attorney Approval: Carol Schwab (by H. Baker) (08/19/09)	
Chief Financial Officer Approval: Jeff Muir (by M. Noller) (08/19/09)		City Manager Approval: Mark Scott (08/19/09)	
<u>RECOMMENDATION:</u> Staff recommends the City Council approve the revised classification specifications for Police Sergeant, Police Lieutenant, and Police Captain. <u>BACKGROUND:</u> The classification specifications (“class specs”) for sworn employees within the Police Department (Sergeant, Lieutenant and Captain) were last revised in 1998. Since that time there have been a number of organizational and operational changes. Human Resources and Police Department staff have worked collaboratively in order to identify needed revisions to the class specs. <u>DISCUSSION:</u> The class specs for Police Sergeant, Police Lieutenant and Police Captain have been revised to reflect: 1) organizational and operational changes, 2) job expectations and standards, and 3) updated language. <u>Police Sergeant</u>			

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Police Sergeants are first line supervisors responsible for direct oversight and supervision of Police Officers and other civilian employees. The class spec for Police Sergeant has been updated to reflect organizational consistency with other sworn class specs. In addition, language has been added which states that an Associate of Arts degree or 60 units from an accredited college or university is desirable.

Police Lieutenant

Police Lieutenant is a middle management classification that functions as the first line manager in the chain of command. Positions assigned to this classification have a broad range of responsibility, including serving as a bureau commander in the absence of a Police Captain.

Significant revisions to the minimum requirements of the Police Lieutenant class spec include:

- adding language to specify that a bachelor's degree from an accredited college or university, as well as graduation from the Supervisory Leadership Institute, is desirable;
- increasing the number of years of experience as a Sergeant from one to two; and,
- requiring possession of a POST Supervisory Certificate.

Police Captain

The Police Department is comprised of three operating bureaus: Operations, Traffic and Administration/Investigations. Police Captains are responsible for overseeing these functional areas and meeting bureau goals through assigned staff. Positions in this classification may also act as the Chief of Police as assigned.

Significant revisions to the minimum requirements of the Police Captain class spec include:

- adding language that clarifies that a bachelor's degree must be obtained from an accredited college or university and providing reasonable time to obtain it; and,
- increasing the number of years of experience as a Lieutenant from one to two; and,
- requiring possession of a POST Management Certificate; and,
- adding language that states obtaining a master's degree from an accredited college or university, graduation from Command College, the F.B.I. Academy, or the Westpoint Leadership Program is desirable.

Civil Service Commission Action

The Civil Service Commission considered these revisions at their meeting of July 1, 2009. At that time, the Civil Service Commission recommended the City Council approve the revised classification specifications.

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FISCAL ANALYSIS:

There is no fiscal impact associated with the approval of the revised classification specifications for Police Sergeant, Police Lieutenant and Police Captain.

ATTACHMENTS:

1. Classification Specifications for Police Sergeant, Police Lieutenant, and Police Captain
2. Organizational Chart for Police Department FY 09/10
3. Meeting Minute Excerpt for Item A-4 from Civil Service Commission meeting on 07/01/2009

MOTION:

That the City Council:

Approve the revised classification specifications for Police Sergeant, Police Lieutenant and Police Captain.