


Agenda Report Reviewed by:
City Manager: 

**CITY OF SEBASTOPOL
CITY COUNCIL
AGENDA ITEM**

Meeting Date: November 17, 2020
To: Honorable Mayor and City Councilmembers
From: Police Chief
Regional Government Services (RGS) – City Human Resources Consultant
Subject: Approval of Revisions to the classification specification of Police Officer, effective November 17, 2020
Recommendation : That the City Council Approve revisions to the existing classification specification of Police Officer, effective November 17, 2020.
Funding: Currently Budgeted: XX Yes No N/A
Net General Fund Cost:
Budgeted FY 20-21:

Account Code/Costs authorized in City Approved Budget AK (verified by Administrative Services Department)

INTRODUCTION: This item is to request the City Council Approve revisions to the existing classification specification of Police Officer, effective November 17, 2020.

BACKGROUND:

Periodically, it is customary for an organization to review job classification specifications in relation to the duties and responsibilities of the positions performing the work, the tools and equipment necessary to perform the duties, and the regulatory, legislative, and educational requirements to perform successfully in the position. As there are significant changes that affect the expectations or requirements for performing the work, the work performed or how services are delivered, it is the responsibility of an organization to update the job classification specifications related to the position performing the work. Classification specifications provide support for recruitment, promotion, training, evaluation of performance, career path development, and compensation comparisons.

DISCUSSION:

The Sebastopol Police Officer job classification specification was last revised on January 1, 2002, eighteen years ago. Practices, procedures, and standards have significantly changed over the last eighteen years.

Staff has reviewed current POST requirements and incorporated current standards and modern terminology into the specification revisions.

The Sebastopol Police Officers’ Association has reviewed the revised job classification specification and concurs with the changes.

Staff are preparing to recruit for a list of eligible Police Officer candidates to fill potential future positions in the Sebastopol Police Department. In preparation for recruitment, staff reviewed the work of the position within the classification and current standards for Police Officer eligibility as defined by the Police Officer Standards Training Commission (POST). Staff found significant areas for revision to bring the existing classification specification up to current standards and modern terminology. Council has provided the City Manager authority to make non-substantive changes to job descriptions. In this case, the revisions numerous and substantive. Therefore, staff recommends council approve the revised classification specification, effective November 17, 2020.

Fiscal Analysis

There is no direct fiscal impact associated with the recommended action tonight as there is no fiscal impact to periodically revising a job classification specification.

Public Comment:

As of the writing of this staff report, the City has not received any public comment. However, staff may receive public comment from interested parties following the publication and distribution of this staff report. Such comments will be provided to the City Council as supplemental materials before or at the meeting. In addition, a consent calendar item may be requested to be removed from the consent calendar if a member of the Council or public requests to provide public comment on this item.

Public Notice:

This item was noticed in accordance with the Ralph M. Brown Act and was available for public viewing and review at least 72 hours prior to scheduled meeting date.

RECOMMENDATION:

This item is to request the City Council Approve revisions to the existing classification specification of Police Officer, effective November 17, 2020.

Attachments:

Job Description – Police Officer Effective Nov 17, 2020

**City of Sebastopol Job
Description**

Job Title: Police Officer
Division: Public Safety
Department: Police Department
Location: Police Building
Labor Unit: SPOA
Shift: As Assigned
Reports To: Chief of Police
Prepared By: Chief of Police
Approved By: City Council
Approved Date: 01/01/2002
Revised: 11/17/2020
FLSA Status: Nonexempt

PURPOSE

Under general supervision, to perform law enforcement and crime prevention work; to control traffic flow and enforce state and local traffic regulations and to do related work as required. Police Officers serve an eighteen (18) month probationary period.

TYPICAL JOB DUTIES include but are not limited to the following. Other duties may be assigned.

- Patrols the City in radio-equipped car and on foot to observe, investigate and report suspicious and hazardous conditions; and apprehends and arrest law violators.
- Responds to routine and emergency calls for protection of life and private property and the enforcement of City, County and State laws.
- Investigates crimes, accidents, deaths, and disturbances and gathers evidence; interviews, questions, and takes statements from complainants, suspects, and witnesses, and completes case reports.
- Directs traffic, including regulation of vehicle flow at times of emergency, congestion, or special events; stops drivers who are operating vehicles in violation of laws; warns drivers against unlawful practices; issues citations and makes arrests as necessary.
- Collects and preserves evidence; Appears in court to present evidence and testimony in connection with criminal prosecution.
- Attends fire scenes to assist in the protection of life and property; administers first aid in emergency situations.
- Serves warrants, subpoenas, writs, and other legal documents.
- Prepares reports of arrests made, investigations conducted, and unusual incidents observed.
- Operates applicable radio communications equipment.
- Assists in booking and caring for prisoners.

- Provides information and direction to the public and assist in developing community crime prevention programs, and may speak before businesses, school, civic and social groups.
- As assigned may assist in conducting special studies of traffic or other police issues.
- Makes every reasonable effort to continually improve the manner in which the job is performed and increase the quality of service to the public.
- Other duties as assigned.

KNOWLEDGE, SKILLS, and ABILITIES

Knowledge of:

- Modern police methods and procedures, including patrol, crime prevention, traffic control, investigation and identification techniques, standard radio broadcasting, and police reports.
- Criminal law, including apprehension, arrest and custody of persons committing misdemeanors and felonies.
- Rules of evidence pertaining to the search, seizure, and preservations of evidence in traffic and criminal cases.

Ability to:

- Deal effectively and fairly with the public, department supervisors, administrators, and fellow officers. Demonstrate keen powers of observations and memory.
- Safely use and care for firearms.
- Think and act quickly and judge situations and people accurately.
- Understand, and apply laws and regulations.
- Communicate effectively both orally and in writing.
- Prepare accurate and grammatically correct written reports.
- Understand and carry out clear oral and written instructions.
- Establish and maintain cooperative and effective relationships with those contacted in the course of work.
- Meet the physical requirements established by the department.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Possession of a High School diploma or equivalency such as a general education degree (GED) or High School Equivalency certificate and one to three months related experience and/or training; or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS

Possession of valid California Class C driver's license and a satisfactory driving record are conditions of initial and continued employment and upon appointment, possession of certificate of completion of a Basic Police Academy certified by California Peace Officers Standards and Training (P.O.S.T.).

OTHER REQUIREMENTS

Citizenship: Must be a citizen of the United States (or a permanent resident alien who is eligible for, and who has applied for, citizenship at least one year prior to application for employment. Application for citizenship shall not have been denied.)

Age: The candidate shall be at least 21 years of age at the time of appointment.

Weight: Weight shall be in good proportion with height

Hearing: The candidate shall have normal hearing.

Vision: The candidate shall possess normal color vision. Each eye must be free of any abnormal condition or disease and acceptably corrected to 20/30.

Physical and Mental Condition: The candidate shall be of sound physical condition; in good health, and free from chronic disease, impairment of bodily function, loss or impairment of the use of any digit; be of adequate physical stature, and possessing strength, endurance and agility demonstrable in tests of physical performance. The candidate shall be of good mentality and emotional maturity and free from history of psychosis or psychoneurosis, or other disabling defects, as demonstrable in pre-employment psychiatric testing.

Character and Background: The candidate must successfully complete a background investigation as a condition of initial employment with the Sebastopol Police Department. The investigation must show that the candidate possesses traits including initiative, alertness, integrity, reliability, courtesy, and good judgement; and has not been convicted of any felony; or misdemeanors involving moral turpitude.

Spanish Speaking ability is highly desirable, but not required.

WORKING CONDITIONS

Positions in the class are occupied by uniformed and armed police personnel. Shift schedules and job assignments may be rotational. The duties involve both field and office work and may require frequent public contact including difficult or tense situations.

PHYSICAL DEMANDS

Work may include prolonged sitting, moderate to heavy lifting (from 25lbs-100lbs +), reaching, climbing, stooping, twisting, grasping, crawling, pulling, and pushing activities. The position also emphasizes speech, hearing, and vision attributes.