

DATE SUBMITTED 2/14/18  
 SUBMITTED BY Chief Leonard Barra  
 DATE ACTION REQUIRED 2/21/18

COUNCIL ACTION (x)  
 PUBLIC HEARING REQUIRED ( )  
 RESOLUTION ( )  
 ORDINANCE 1<sup>ST</sup> READING ( )  
 ORDINANCE 2<sup>ND</sup> READING ( )  
 CITY CLERK'S INITIALS ( )

**IMPERIAL CITY COUNCIL  
 AGENDA ITEM**

SUBJECT: DISCUSSION/ACTION: RECLASSIFICATION OF POLICE OFFICER II TO POLICE CORPORAL POSITION  1. APPROVAL OF REVISED POLICE CORPORAL JOB DESCRIPTION 2. PLACE POLICE CORPORAL AT SALARY RANGE 74 OF IPOA SALARY SCHEDULE. 3. APPROVAL OF RECLASSIFICATION OF THE POLICE OFFICER II TO THE REVISED POLICE CORPORAL POSITION	
DEPARTMENT INVOLVED: POLICE DEPARTMENT/ HUMAN RESOURCES	
BACKGROUND/SUMMARY: The City of Imperial Police Department is proposing the reclassification of the Police Officer II position to the position of Police Corporal at range 74. After review of the current structure of the police department it was determined that the Police Officer II position was created and utilized as the officer in charge in the absence of a Police Sergeant however this is not reflected in the current job description.	
FISCAL IMPACT: <u>\$23,343.00</u>	ADMIN SERVICES SIGN INITIALS <u>VB</u>
STAFF RECOMMENDATION: Staff recommends approval of the Reclassification of the Police Officer II to Police Corporal	DEPT. INITIALS <u>ML</u>
MANAGER'S RECOMMENDATION:	CITY MANAGER'S INITIALS <u>SA</u>
MOTION:  SECONDED: APPROVED ( ) REJECTED ( ) AYES: DISAPPROVED ( ) DEFERRED ( ) NAYES: ABSENT: REFERRED TO:	

**CITY OF IMPERIAL  
CLASS SPECIFICATION**

**JOB TITLE: POLICE CORPORAL**

**DEPARTMENT: POLICE**

**BASIC FUNCTION:**

Under general supervision, performs a variety of duties associated with the enforcement of municipal, state and Federal laws, investigation of criminal activity, traffic enforcement, collision investigation and field training. Performs supervisory duties in the absence of the Police Sergeant, including performing a variety of duties associated with providing supervision, training and equipment necessary for subordinate staff to complete assignments with the Police Department.

**ESSENTIAL FUNCTIONS:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification. Shown are duties intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

**REPRESENTATIVE DUTIES:**

Participates in the enforcement of Federal, state and local laws and implements and enforces Department policies and procedures and participates in the operations of the Police Department. Responds to calls for service of criminal activities/civil complaints. Gathers evidence and verifies information pertinent to the investigation and resolution of a variety of criminal incidents. As required, preserves/documents crime scene using a variety of technical equipment, techniques, and procedures. Assists in the overall direction of patrol investigations. Conducts traffic collision investigations.

Secures/investigates crime scenes. Reviews criminal cases and determines appropriate course of investigative action. Conducts preliminary investigations. Assists in the collection, preservation, and handling of physical evidence and property. Interviews/interrogates victims, suspect(s), and witnesses. Arrests, questions, and transports suspects and/or persons with outstanding arrest warrants to jail facilities. Processes into jail. Prepares incident reports. Prepares reports, complaints, affidavits, and other related documents. Performs court testimonies. Signs court complaints and serves subpoenas. Monitors, implements, participates, and tracks internal and external training of Police Department personnel. Assists with resolving personnel issues and conflicts. Drafts, composes, reviews, edits and/or revises a variety of written documents, summaries and reports.

In the absence of a Sergeant, supervises an assigned shift or subordinate staff engaged in field or support activities. Disperses information to subordinate staff and provides updates for upper management on cases. Assists in the identification of staffing, training, equipment, facilities and related needs for assigned shift, unit or assignment. Coordinates, prioritizes and assigns tasks and projects. Recommends corrective and disciplinary actions to supervision. Provides justification and responds to inquiries. Performs other duties as assigned or required.

Perform the following supervisory responsibilities only when assigned as Officer in Charge in the absence of a Sergeant or when assigned duties by a superior officer:

- Maintain discipline and ensure that department and city rules and policies are followed;
- Assist officers in preparing reports in cases for trial;
- Assist officers with follow-up investigations; and
- Review reports submitted by officers, make recommendations and suggestions for correction and improvements.

### **KNOWLEDGE and SKILLS:**

- \_ Knowledge of applicable city, county, state and Federal statutes, rules, regulations, ordinances, codes, administrative orders and other operational guidelines and directives.
- \_ Knowledge of the City's and the Department's policies and procedures.
- \_ Knowledge of modern law enforcement trends and practices.
- \_ Knowledge of legislative process and legal terminology.
- \_ Knowledge of training methods and techniques
- \_ Knowledge of supervision practices and principles
- \_ Skill in reading, understanding, interpreting and applying relevant city, county, state and Federal statutes, rules, regulations, ordinances, codes, administrative orders, policies and procedures and other operational guidelines and directives.
- \_ Skill in assessing and prioritizing multiple tasks, projects and/or demands.
- \_ Skill in delivering and evaluating training for subordinate staff.
- \_ Skill in working within deadlines to complete projects and assignments.
- \_ Skill in assessing, analyzing, identifying and implementing solutions to complex problems.
- \_ Skill in establishing and maintaining effective working relations with co-workers, staff, vendors, contractors, visitors, the general public and others having business with the City of Imperial.
- \_ Skill in operating a personal computer utilizing a variety of software applications.

### **MINIMUM QUALIFICATIONS:**

A high school diploma or GED **AND** three (3) years of patrol officer experience.

### **ADDITIONAL REQUIREMENTS:**

Must have at the time of application and must maintain State of California Police Officer Standards and Training (POST) Intermediate certification and California driver license. Depending on the needs of the City, incumbents in this classification may be required to obtain and maintain additional licenses or certifications for the practice of law enforcement. May be required to work outside the traditional work schedule. May be subject to call out and/or call-back.

**CITY OF IMPERIAL, CALIFORNIA**  
**Police Corporal**

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**CITY OF IMPERIAL  
SALARY SCHEDULE - IPOA EMPLOYEES  
FISCAL YEAR 2017 - 2018**

<u>RANGE</u>	<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>	<u>STEP 4</u>	<u>STEP 5</u>	<u>STEP 6</u>	<u>STEP 7</u>	<u>10 YRS STEP 8</u>
70	23.00	24.15	25.36	26.63	27.96	29.36	30.83	32.37
71	23.57	24.74	25.99	27.29	28.65	30.08	31.58	33.16
72	24.16	25.37	26.64	27.97	29.37	30.84	32.38	34.00
73	24.75	25.99	27.29	28.66	30.09	31.59	33.17	34.83
74	25.38	26.65	27.98	29.38	30.85	32.39	34.01	35.71
75	26.02	27.32	28.69	30.12	31.63	33.21	34.87	36.61
76	26.67	28.00	29.40	30.87	32.41	34.03	35.73	37.52
77	27.34	28.70	30.14	31.65	33.23	34.89	36.63	38.46

**POSITION**

**RANGE**

Police Officer I	70
Police Officer II	73
Corporal	77

**3% COLA**

*Implementation as of 1st payday July 2017  
Council Action 10/04/17*

*Prepared by: Administrative Services Department*

**CITY OF IMPERIAL  
ANALYSIS OF SALARIES  
FISCAL YEAR ENDING JUNE 30, 2018**

**CURRENT STATUS** POLICE OFFICER II (5) # FIVE 6/30/17 MERIT STEP ESTIMATED SALARY TER FICA 7.65% PER MO INS CLASSIC ER PERS ER PERS PERRA ER PERS CLASSIC CITY PAID UNEMPLT 5.5% of \$7,000 Max. TOTAL FRINGE BENEFIT TOTAL SALARIES & BENEFITS FIVE 6/30/18

TOTAL POLICE - 211 347,212 26,562 42,000 51,981 0 0 1,925 122,468 469,679

**PROPOSED CORPORAL I, RANGE 74 (2.5% CHIEF'S PROPOSAL)** 366,248 28,018 42,000 54,831 0 0 1,925 126,774 493,022

TOTAL POLICE - 211 366,248 28,018 42,000 54,831 0 0 1,925 126,774 493,022

CHIEF PROPOSAL BASED ON BUDGET: (23,343)

**PROPOSAL IS BASED ON PAYPERIOD BEGINNING 03/26/18.....**