City of Grass Valley  
City Council  
Agenda Action Sheet

Council Meeting Date: May 10, 2016  
Date Prepared: May 2, 2016

Prepared by: Alex Gammelgard, Chief of Police

Title: Approval of updated Police Captain and Police Lieutenant job descriptions and associated salary schedules

Recommended Motion: Approve updated Police Captain and Police Lieutenant job descriptions and associated salary schedules

Agenda: Consent

Background Information:
The recent retirement of Chief John Foster resulted in an internal promotion for the Chief of Police position. As such, a lieutenant vacancy occurred. There are qualified personnel within the police department from which to fill the lieutenant position. In 2014 the Police Department re-organized its management workforce, vacating a captain position and over the year instituted two lieutenant positions. The captain position remained open but unfilled and unfunded. In previous years, the structure of the organization consisted of two captains who reported to the chief of police and oversaw the administrative and operational divisions of the police department.

In an effort to support effective management and leadership within the police department, it is recommended to again consider re-organization of the management structure. The captain job description, however, is outdated and in need of revision in order to ensure effective, efficient, up-to-date, and progressive law enforcement management of the Police Department. The lieutenant job description, although more recently updated, is being revised to better coordinate and compliment the updated captain roles and responsibilities. Additionally, the new lieutenant job description ensures minimum educational standards are in place upon appointment to the position.

The revised captain position has an emphasis on administrative functions and oversight of the police department including areas such as: state and federal compliance; major investigation management; incident command responsibilities; personnel matters, hiring, training, and POST compliance; policy development and accountability; evidence intake, monitoring, disposition, destruction and auditing; DOJ compliance; and records management and processes. Under this structure, the captain position also acts as the executive officer in the absence of the chief of police and has a strong emphasis on strategic planning and community engagement among other roles.

The updated lieutenant position acts as the Police Department’s operations manager. Duties include management of patrol operations and assignments, animal control services, volunteers,
and other uniformed and/or operational staff. The lieutenant may recommend improvements in organizational policies and procedures, identify training needs, and review crime or other statistical information to make recommendations and formulate departmental initiatives and goals. The lieutenant, like the captain, may be assigned other duties to ensure effective department operations. The lieutenant is an integral position in the Police Department’s management team.

Implementation of this structure will allow for a clearly delineated chain of command as well as well-defined unity of command for those delivering core end-point police services. It is important to note both positions remain flexible to allow for efficient management operations.

Salaries for both positions have been adjusted to reflect salaries which are competitive with like positions in comparative agencies. In addition, these salaries serve to reduce compaction between supervisory personnel and management personnel in the police department. Both job descriptions and proposed salary ranges have been provided to and approved by Unit 1 representatives prior to presentation to City Council.

Funds Available: Yes

Account #: 100-5065

Reviewed by:

City Manager

Finance

Community Development

Engineering/PW
City of Grass Valley
JOB DESCRIPTION

Police Lieutenant

Department: Police
FLSA: Exempt

Report To: Police Chief
Unit: 1

Adopted: 4/6/1996
Revised: 05/10/2016

SUMMARY OF JOB PURPOSE
To plan, direct, and supervise police and operational activities and to provide responsible and technical staff assistance to the Department; supervise the associated activities under the administrative direction of the Chief of Police or Police Captain.

DISTINGUISHING CHARACTERISTICS
The Grass Valley Police Lieutenant is a member of the management staff. As such, his/her duties include assisting in planning, organizing various programs including, but not limited to, crime prevention, citizen engagement, and community relations. The Lieutenant position is tasked with the daily directing, assisting and controlling of departmental operational activities, as well as other department activities where assigned. Activities include, but are not limited to, the following: regular and directed patrol, traffic enforcement and education, reserve officer program, parking enforcement, education, animal control operations and services, special events, permit review, citizen complaint and investigation, media relations, court liaison, facilities management, crime prevention, crime analysis, and the volunteer program among others.

SUPERVISION RECEIVED AND EXERCISED
General and direct supervision is provided by the Chief of Police and/or the Police Captain. Supervisory responsibility entails direct supervision of Police Sergeants and direct and indirect supervision of other department staff.

ESSENTIAL FUNCTIONS (include but are not limited to listed tasks):
1. Ability to perform those duties assigned to the rank of Police Sergeant
2. Fulfill administrative responsibilities assigned by the Chief of Police and/or Police Captain.
3. Responsibilities include direct supervision of sworn and non-sworn personnel as assigned.
4. In addition to those duties assigned to lower ranking officers, a Lieutenant must possess knowledge of Department policies, local ordinances, State and Federal laws.
5. Assist in the development and implementation of objectives, policies, and procedures relating to patrol, administrative and investigative activities.

This job description indicates in general the nature and levels of work, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required. The City of Grass Valley is an EQUAL OPPORTUNITY EMPLOYER.
6. Serve as the operational supervisor of patrol and related field activities; assign, assist, review, supervise, and evaluate the work of all personnel assigned to the patrol and investigative divisions.
7. Analyze and recommend improvements in organizational policies and procedures, staffing, and practices.
8. Conduct staff and community meetings.
9. Identify training needs and recommend specific training requirements of sworn personnel; assist in training coordination.
10. Review crime and other statistical information; identify trends and develop appropriate policies and programs.
11. Review the work of subordinates to insure compliance with Departmental policies and procedures.
12. Assist in administrative responsibilities involving the Department's budgeting, purchasing and personnel functions and conduct special studies of Department functions.
13. Conduct training programs in the various phases of police activities.
14. Conduct internal affairs investigations as assigned; interface with citizens related to service delivery complaints and/or citizen complaints; respond to citizen complaints against officers and procedures; respond to inquiries from citizens and outside agencies. Assist in coordinating police activities with other City departments and divisions, and with outside agencies.
15. May serve as a watch commander or backup on patrol activities.
16. Assist in developing information for the preparation of the department budget requests.
17. In addition to those duties assigned by the Chief of Police or Police Captain, the Lieutenant shall assume those duties assigned to the rank of Sergeant when necessary.
18. Supervise, train, and evaluate assigned staff and provide leadership by example.
19. Perform other duties as assigned.
20. Act as the executive officer of the Department when designated.
City of Grass Valley
JOB DESCRIPTION

Police Lieutenant

QUALIFICATIONS
Knowledge of:

1. Contemporary law enforcement principles, practices, techniques and programs.
2. Principles and practices of organization, administration, budget, and personnel management.
3. Rules of evidence, rights of citizens, laws pertaining to search, seizure and arrest and court procedures; pertinent local, State, and Federal rules, regulations, and laws
4. Department rules and regulations.
5. Functions and objectives of Federal, State, and other local law enforcement agencies.
6. Disciplinary action processing, citizen complaint processing, budget expenditure procedures, tactical team supervision, and media liaison.
7. Modern office equipment and applicable computer applications
8. Safe working practices and risk management

Ability to:

1. Supervise, train, and evaluate assigned staff.
2. Analyze situations quickly and objectively and determine a proper course of action.
3. Communicate clearly and concisely, both orally and in writing.
4. Properly interpret and make decisions in accordance with laws, regulations, and policies.
5. Recommend improvements in department operation and in the rules, regulations, and policies governing the Department.
6. Coordinate outside agency service requests.
7. On a continuous basis, know and understand all aspects of a sworn Police Officer’s job; analyze budget and technical reports; interpret and evaluate staff reports; know laws, regulations and codes; observe performance and evaluate staff; problem solve department related issues; remember accounts given by witnesses; identify crime suspects; interpret and apply the law to field situations; and explain and interpret laws and policy.
8. On a continuous basis, sit at desk and in meetings for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple and power grasping and fine manipulation; push, pull, climb, run and walk; use telephone, and communicate through written means; continuously wear utility belt and other police equipment. Interact with a diverse community and different expectations of police services, show compassion and build consensus in developing approaches to police services.

This job description indicates in general the nature and levels of work, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required. The City of Grass Valley is an EQUAL OPPORTUNITY EMPLOYER.
9. Develop and implement comprehensive plans to provide effective community based police services; interpret and explain laws as well as department policies and procedures.
10. Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
11. Gain cooperation through discussion and persuasion.
12. Interpret and apply Federal, State and local policies, procedures, laws, regulations and Police Department General Orders.
13. Supervise, train and evaluate personnel.
14. Manipulate firearms and emergency vehicles under stressful conditions in a safe and legal manner.
15. Operate and use modern office equipment including computers and applicable software.
16. Establish and maintain effective working relationships with those contacted in the course of work.
17. Communicate clearly and concisely, both orally and in writing including the preparation and delivery of public presentations.
18. Apply and uphold the Department and City-wide goals.

EDUCATION, EXPERIENCE AND LICENSES:
1. Must have six years of responsible experience in law enforcement with a public agency, 1 or more as sergeant or similar supervisory position.
2. Completion of a Bachelor’s Degree from an accredited college or university in police science or related field of study.
4. Completion of a POST certified management course within two years of appointment (or currently possess a valid POST Management Certificate).
5. Must have an acceptable driving record and possess and appropriate and valid California Driver’s License.
PHYSICAL REQUIREMENTS
The Lieutenant must be found to be free from any physical, emotional, or mental condition which might affect the ability of the officer to perform essential job functions. Physical condition shall be evaluated by a licensed physician and surgeon, and the emotional and mental condition shall be evaluated by a licensed psychologist who has a doctoral degree in psychology and at least five years of post-graduate experience in the diagnosis and treatment of emotional and mental disorders. The medical examination which includes the psychological examination will only be given after all other testing for the position has been successfully completed and a conditional offer of employment has been given to the applicant.

Maintain fitness for duty as established by departmental standards and others as listed above.

RESIDENCY
Sworn employees shall live no further than 30 air miles from the City limits. The Chief of Police shall have the discretion to permit sworn employees to live further than 30 air miles from the City limits when, in the Chief’s opinion, the officer will be capable of responding in an emergency in a reasonable period of time.

GENERAL
The City reserves the right to revise or change classification duties and responsibilities as the need arises. The description does not constitute a written or implied contract of employment.

The position is included within the classified service of the City of Grass Valley—an equal opportunity employer.

I have read and understand the contents of this job description, and I have received a copy of this job description for my records.

Print Name: ____________________________

Signature: ____________________________ Date: ____________
City of Grass Valley
JOB DESCRIPTION

Police Captain

Department: Police
Report To: Police Chief
Adopted: 4/6/1996

FLSA: Exempt
Unit: 1
Revised: 05/10/2016

SUMMARY OF JOB PURPOSE
To plan, organize, direct, coordinate and supervise the activities associated with the administrative division within the Police Department including investigations, marketing, training, community relations, crime prevention, and risk management among others; to coordinate Police Department activities with other divisions and departments; and to provide highly responsible and complex staff assistance to and under the direction of the Chief of Police.

DISTINGUISHING CHARACTERISTICS
The City of Grass Valley Police Captain is a member of the management staff. As such, his/her duties include assisting in long and short range planning, organizing various programs including, but not limited to, crime prevention, citizen engagement, and community relations. The position of Captain is responsible for administering and developing training programs for police officers to comply with State law and California Peace Officers Standards and Training (POST) as well as ensuring Department compliance with DOJ reporting and compliance, among other mandates. The Captain is also responsible for conducting or overseeing complex criminal investigations and personnel investigations. He/she oversees policy development and adherence as well as the responsibility to manage police evidence and staff. The Captain oversees staff who make mandatory and regular reports to State and Federal agencies in adherence to laws and statutes and also coordinates administrative activities of the Police Department to ensure efficient and effective operations, among other responsibilities. The Captain is the second in command officer of the agency and in the absence of the Chief of Police, the Captain is the executive officer of the Department.

SUPERVISION RECEIVED AND EXERCISED
Direct supervision is provided by the Chief of Police. Supervisory responsibility entails direct supervision of the Police Lieutenant and direct and indirect supervision of other departmental staff.

ESSENTIAL FUNCTIONS (include but are not limited to listed tasks):
1. Ability to perform those duties assigned to the rank of Police Lieutenant.
2. Fulfill administrative responsibilities assigned by the Chief of Police.

This job description indicates in general the nature and levels of work, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required. The City of Grass Valley is an EQUAL OPPORTUNITY EMPLOYER.
3. Plan organize and assist in the development and implementation of an organizational philosophy with an emphasis on community policing, enforcement efforts, and internal supervision and mentoring.
4. Maintain personal contact with members of the community and ensure the same is being carried out by personnel.
5. Possess tactical knowledge and ability to apply sound tactical decisions; review operational plans and contracts for special events or services; assume Incident Command for critical incidents and major events when needed.
6. Understanding of budget preparation and administration including budget forecasting and analysis.
8. Ensure staff training, personnel development, and equipment acquisition.
9. Make recommendations regarding the appointment of personnel; conduct performance evaluations; implement discipline procedures as required; maintain discipline and high standards necessary for the efficient and professional operation of the Police Department.
10. Direct and coordinate departmental file and record retention, sealing, and purging pursuant to court order, state law, or City process.
11. Ensure sound evidence practices and provide supervision and oversight related to evidence collection, booking, processing, storage, requests, and disposition and deshruction.
12. Ensure the day to day functioning of the department’s Records Management and Computer Aided Dispatch System(s), On-Officer or similar camera/audio systems, data message switches, telephone, system(s), CLETS systems, link(s) to other department information management systems, and related systems.
13. Review and analyze reports from subordinates, calls for service, crime data and other reports and activities; determine trends and make recommendations for changes in organization and/or operating procedures and policies, short and long term.
14. Review all disciplinary issues, complaints from citizens, and personnel investigations to ensure compliance with Peace Officer Bill of Rights and State reporting requirements; address and resolve issues.
15. Research and prepare technical and administrative reports; prepare written correspondence.
16. Build and maintain positive working relationships with co-workers, other City employees, and the public using principles of good customer service.
17. May serve as a watch commander or backup on patrol activities.
18. Perform other duties as assigned.
19. Act as the executive officer in-charge in the absence of the Chief of Police.

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QUALIFICATIONS
Knowledge of:
1. Contemporary law enforcement principles, practices, techniques and programs.
3. Principles and practices of leadership, motivation, team building and conflict resolution.
4. Citizen complaint processing and reporting.
5. Budget, expenditure, and acquisition procedures.
6. Use of firearms and other modern police equipment and communications and information systems.
7. Department rules and regulations.
8. Media sources, communication, and dissemination.
9. Safe working practices and risk management.
10. Modern office equipment and applicable computer applications.
11. Principles and practices of customer service.

Ability to:
1. Supervise, train, and evaluate assigned staff.
2. Analyze situations quickly and objectively and determine a proper course of action.
3. Communicate clearly and concisely, both orally and in writing.
4. Properly interpret and make decisions in accordance with laws, regulations, and policies.
5. Recommend improvements in department operation and in the rules, regulations, and policies governing the Department.
6. Coordinate outside agency service requests.
7. On a continuous basis, know and understand all aspects of a sworn Police Officer’s job; analyze budget and technical reports; interpret and evaluate staff reports; know laws, regulations and codes; observe performance and evaluate staff; problem solve department related issues; remember accounts given by witnesses; identify crime suspects; interpret and apply the law to field situations; and explain and interpret laws and policy.
8. On a continuous basis, sit at desk and in meetings for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple and power grasping and fine manipulation; push, pull, climb, run and walk; use telephone, and communicate through written means; continuously wear utility belt and other police equipment.

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City of Grass Valley
JOB DESCRIPTION

Police Captain

9. Interact with a diverse community, show compassion, and build consensus in developing approaches to police services.
10. Develop and implement comprehensive plans to provide effective community based police services; interpret and explain laws as well as department policies and procedures.
11. Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
12. Gain cooperation through discussion and persuasion.
13. Interpret and apply Federal, State and local policies, procedures, laws, regulations and Police Department General Orders.
14. Prepare and administer a budget.
15. Supervise, train and evaluate personnel.
16. Manipulate firearms and emergency vehicles under stressful conditions in a safe and legal manner.
17. Operate and use modern office equipment including computers and applicable software.
18. Establish and maintain effective working relationships with those contacted in the course of work.
19. Communicate clearly and concisely, both orally and in writing including the preparation and delivery of public presentations.
20. Apply and uphold the Department and City-wide goals.

EDUCATION, EXPERIENCE AND LICENSES:
1. Must have four years of progressively responsible police experience as a police supervisor and/or manager, preferably in a municipal police agency.
2. Completion of a Bachelor’s Degree from an accredited college or university in police science, public or business administration or a related field required.
3. Graduate of the F.B.I. National Academy or California POST Command College preferred.
4. Possession of a POST Advanced certificate.
5. Possession of a POST Management Certificate or within 2 years of appointment
6. Must have an acceptable driving record and possess and appropriate and valid California Driver’s License.

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PHYSICAL REQUIREMENTS
The Captain must be found to be free from any physical, emotional, or mental condition which might affect the ability of the officer to perform essential job functions. Physical condition shall be evaluated by a licensed physician and surgeon, and the emotional and mental condition shall be evaluated by a licensed psychologist who has a doctoral degree in psychology and at least five years of post-graduate experience in the diagnosis and treatment of emotional and mental disorders. The medical examination which includes the psychological examination will only be given after all other testing for the position has been successfully completed and a conditional offer of employment has been given to the applicant.

Maintain fitness for duty as established by departmental standards and others as listed above.

RESIDENCY
Sworn employees shall live no further than 30 air miles from the City limits. The Chief of Police shall have the discretion to permit sworn employees to live further than 30 air miles from the City limits when, in the Chief’s opinion, the officer will be capable of responding in an emergency in a reasonable period of time.

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The City reserves the right to revise or change classification duties and responsibilities as the need arises. The description does not constitute a written or implied contract of employment.

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Print Name: ______________________________________

Signature:_________________________________________ Date:________________

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<th>Event Description</th>
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<th>Type</th>
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<td>1/1/2024</td>
<td>New Year Celebration</td>
<td>Park</td>
<td>Outdoor</td>
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<td>Conference Room</td>
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<td>Labor Day Picnic</td>
<td>Park</td>
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**Proposed Unit Delivery Schedule**

Appendix A

**City of Gigas Master Plan, School Unit Designations**