

September 23, 2004

Honorable Mayor and Members of
The Hermosa Beach City Council

City Council Meeting of
September 28, 2004

**Approval of Revised Class Specifications for Police Service Officer Supervisor
and Court Liaison Officer**

Recommendation

Staff recommends that the City Council approve the class specifications for Police Service Officer Supervisor and Court Liaison Officer.

Background

In November of last year, the Records Administrator/ Systems Manager in the Police Department retired. The police management staff reviewed the functions performed by that position and the overall structure of the records and jail functions in the department. This also coincided with updating the department's entire records management and computer aided dispatch systems. It was determined that many of the functions involving police records supervision could be reassigned to the Police Service Officer Supervisor. This reassignment has significantly increased the volume of work and level of responsibility of work performed. The change in duties necessitates the revision of the class specification and a recommended salary increase for this classification of 7.5%

The Court Liaison Officer position had previously been given a premium pay assignment of Computer Systems Assistant. Considerable changes in the police Department computer systems and in the technology available in the police field have necessitated that the systems be maintained from an "end user" perspective and through the use of more specialized computer and information systems experts. As such, the police department no longer had a need for the computer systems assistant premium pay assignment as it had existed. There were however, a number of additional functions in the detective bureau and city prosecutor's office that needed to be completed. These functions are appropriate for assignment to the Court Liaison Officer classification. The change in duties and responsibilities necessitate that the class specification be updated and to amend the salary schedule with regard to the Computer Systems Assistant premium pay.

Analysis

The new specification for Police Service Officer Supervisor was developed following considerable input and review by police management and by the current incumbent in the Police Service Officer Supervisor position. Generally, the duties added to the Police Service Officer Supervisor function are related to the use of the new records

management computer software system. The Supervisor will be responsible for generating and analyzing crime statistics and generating reports from the records management and computer aided dispatch systems. The Supervisor will also be involved in the system user group where decisions are made regarding the updating and maintenance of the system software and training others in the use of the system. These functions were previously performed by the Records Administrator. However, the nature of the functions has changed with the changes in the entire records management system. The level of responsibility of these duties is greater than that previously assigned to and performed by the Police Service Officer Supervisor classification. As such, a 7.5% increase in salary was recommended. The adjusted salary is appropriate given the increased level of responsibility and based on the internal relationships between other supervisory and non-supervisory classifications within the City. Additional funds for the salary adjustment were approved in the 04/05 budget as part of the staffing changes in the police department. The Records Manager position was deleted from the budget and one additional Police Service Officer Supervisor was added resulting in a net savings of approximately \$6,400.

As stated above, the incumbent in the Court Liaison Officer position had previously been assigned to a premium pay position as a Computer Systems Assistant. Due to the changes in technology the police department no longer had a need for this assignment. There were a number of additional functions and duties that needed to be performed in the detective bureau and for the City Prosecutor's office that were appropriate for the Court Liaison Officer. These changes not only add to the workload of the classification but are of more administrative in nature supporting the police detective division and the City Prosecutor's Office. With the elimination of the computer assistant duties and the addition of the administrative duties and responsibilities, it is recommended that the computer system assistant premium pay be deleted and included in the salary for the Court Liaison Officer. There is no change in actual salary for the incumbent and there is no additional cost to the City for this change. The changes in the class specification reflect the additional duties.

In both specifications, the changes have been indicated to facilitate your review.

Staff has met with the affected employees and the General & Supervisory Employees' Association regarding these staffing changes. The Civil Service Board reviewed and approved the specifications at their meeting of September 22, 2004. Following approval by the City Council, staff will begin a recruitment and examination to fill the vacant Police Service Officer Supervisor position.

Respectfully Submitted:

Concur:

Michael Earl
Personnel & Risk Management Director

Stephen Burrell
City Manager

CITY OF HERMOSA BEACH
Class Specification

POLICE SERVICE OFFICER SUPERVISOR

DEFINITION

Under general supervision of the police Support Services Lieutenant, The Police Service Officer Supervisor performs and is responsible for a wide range of jail custody, police records, and administrative tasks and responsibilities.

EXAMPLES OF DUTIES

Performs the full range of duties of a Police Service Officer and is responsible for supervision, training, and scheduling of assigned Police Service Officers; prepares evaluations and recommends training as necessary for assigned personnel; represents the jail division at meetings as required; responsible for recommending policies and procedures for jail and police records operations and ensuring compliance with same when approved; assists in the maintenance of the jail operations manual; responsible for coordination and scheduling of the department's Trusty Program; monitors use of and orders jail supplies; checks the accuracy and thoroughness of jail paperwork; monitors statistical reporting modules within the police records management system and prepares statistical reports for use in crime reporting and analysis; represents the Department at meetings regarding technical aspects of the records management system and computer aided dispatch; participates in regional records information agencies; provides input into the implementation of new computer software modules and provides training to users;; performs related work as required.

QUALIFICATIONS GUIDELINES

Knowledge, Skills & Abilities:

Ability to deal tactfully and effectively with law enforcement personnel, the public and prisoners; ability to speak clearly and concisely; ability to assign and supervise the work of others; ability to utilize current CAD/RMS system with independence and efficiency; ability to obtain state certification as a records manager; ability to make responsible and prudent decisions in all assigned areas. Knowledge of pertinent local and state laws; knowledge of police records systems.

Education and Experience: Educational achievement equivalent to an AA/AS degree from an accredited college or university is desirable. Shall be Police Service Training Officer certified within twelve (12) months of appointment. Three years experience performing the full range of custody duties of a Police Service Officer. Must successfully complete an eighty (80) hour S.T.C. or P.O.S.T. approved supervisory training course within twelve (12) months of appointment.

Licenses/Certificates: Possession of a valid Class C California Driver's License with a safe driving record is required and must be maintained as valid during the course of employment.

Special Condition: Work requires odd hours, changing shifts and other adjustments to meet department needs

Approved by the Civil Service Board: September 22, 2004
Approved by the City Council:

CITY OF HERMOSA BEACH
Class Specification

COURT LIAISON OFFICER

DEFINITION

Under general supervision, responsible for case preparation for the City Prosecutor. Coordinates the transportation of prisoners to court and coordinates the proper transferal of all prisoners out of state and in or out of Los Angeles County. Serves and tracks all subpoenas for court cases. Assists the City Prosecutor in court on all associated matters and coordinates the Court Calendar. Tracks all misdemeanor cases from start to finish. Distributes information from court to different Police and City offices. Assists the Property and Evidence Technician.

EXAMPLES OF DUTIES

Operates in-house computer terminal and printer; reviews, prepares, and files all misdemeanor, District Attorney referrals, and other agency cases. May assist in preparation of felony cases as required. **Prepares felony cases for filing with the district attorneys office; delivers non-custody filings to the district attorney office for consideration; may transport HBPD prisoners to court; delivers documents and evidence to court.** Coordinates the proper transferal of all prisoners out of state and in or out of Los Angeles County. ~~Responsible for making sure the necessary teletypes are sent and all associated paperwork is completed.~~ Serves and tracks all subpoenas including felony, misdemeanor, juvenile, traffic, civil, DMV, and other agencies; keeps track of and coordinates all officers in court and on call; takes offices off call as needed; assists the City Prosecutor in court; **prepares correspondence on behalf of city prosecutors office; assists the city prosecutor with general office needs as required;** coordinates cases with witnesses and officers; collects evidence and reports for various court motions; **satisfies discovery requests on felony and misdemeanor matters including the duplication of recorded media and photographs;** ensures that crime victims have adequate loss statements so that the City Prosecutor can ~~obtain~~ **argue for** restitution for them as a part of the Court sentence; **records the assignment of cases to detectives and distributes reports to appropriate detectives;** tracks all cases making certain that all cases are closed out properly in the ~~computer~~ **department record system** and that proper notification is sent to the Department of Justice; **reviews crime teletypes from other agencies for distribution to detectives and distributes crime teletypes for detectives;** distributes information and files cases at court and to Police and City offices; **obtains crime reports and arrest records from other agencies for detectives;** prepares and coordinates the Court Calendar; transports evidence to and from the local Crime Lab locker; **provides evidence to officers when needed for court;** assists the Property and Evidence Technician; **maintains inventory of general office supplies, recording media, fax and computer hardware supplies.** Performs other duties as required.

QUALIFICATION GUIDELINES

Knowledge, Skills & Abilities: Ability to apply Penal, Vehicle, Health and Safety, and Municipal Codes sections as well as other applicable codes in the preparation of court cases. Ability to type 35 words per minute. **Familiarity with the cities purchasing processes.**

Education and Experience: Educational achievement equivalent to graduation from high school. Prior experience working in a law enforcement agency or court is desirable.

Licenses/Certificates: Possession of a valid Class C California Driver's License with a safe driving record is required and must be maintained as valid during the course of employment.

Approved by the Civil Service Board: September 22, 2004

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