

<h1 style="margin: 0;">REPORT</h1>	<p style="margin: 0;">To the Honorable Mayor and City Council From the City Manager</p>
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November 14, 2005

Subject

Hiring of Police Officer above entry level

Recommendation

The City Council approve the hiring of Police Officer Ashley Osborne at Step 4 rather than entry level.

Background

It is difficult to recruit qualified police officer applicants throughout the Bay Area. Virtually all law enforcement agencies in San Mateo County are short staffed and competing with one another for quality candidates. The Redwood City Police Department has typically been very successful at recruiting qualified lateral and other applicants in part because of the department's flexibility in appointing qualified applicants at pay grades above entry level.

Ashley Osborne was a highly-regarded officer for six (6) years in our department who left in good standing six years ago to attend law school. He has worked as an attorney, including a stint as a Deputy District Attorney, since his law school graduation. If hired, we anticipate that he would move more quickly through what would be "re-training" than a typical entry level recruit. Hiring him at fourth step recognizes his years of service with us as well as accounting for his years of separation.

Third step is the highest appointment level mentioned in the existing Memorandum of Understanding between the City and the Police Officers Association (Section 7.1.5). Due to the competitive market, the Police Chief is requesting the City Council to exercise its authority under the Redwood City Code Article 111, Section 23.31(E) – Salary and Wage Plan. The Code permits the City Council to appoint police officers at the fourth step if the appointee for the position of police officer has a minimum of three (3) years of paid full-time law enforcement experience.

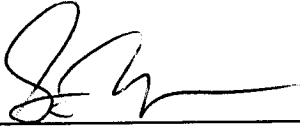
Alternative

Appointment above entry level is one of several incentives created to attract quality police candidates. City Council could deny the step increase request.

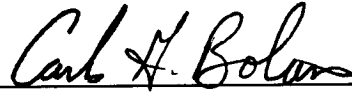
Fiscal Impact

Officers hired at Step 1 make \$6,147 monthly; Step 4 is currently \$7,115. Benefits do not vary between steps. The total fiscal impact is \$968 per month. Funds in the Fiscal Year 2005-2006 police department budget are sufficient to hire the officer at this salary level.

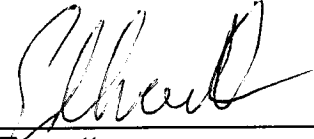
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Scott D. Warner
Police Captain



Carlos G. Bolanos
Police Chief



Ed Everett
City Manager

Attachments

1. Police Officers Association Memorandum of Understanding Section 7.1.5.
2. Redwood City Code Chapter 23, Article 111, Section 23.31(E), Salary and Wage Plan.

SECTION 6. NO STRIKE

The Association, its members and representatives, agree that it and they will not engage in, authorize, sanction, or support any strike, slowdown, stoppage of work, curtailment of production, concerted refusal of overtime work, refusal to operate designated equipment (provided such equipment is safe and sound) or to perform customary duties; and neither the Association nor any representatives thereof shall engage in job action for the purpose of effecting changes in the directives or decisions of management of the City, not to effect a change of personnel or operations of management or of employees not covered by this MOU.

SECTION 7. PAY

7.1 Salary Increases

- 7.1.1 Effective with the first full pay period beginning on or after September 1, 2002, September 1, 2003, and September 1, 2004, salaries shall be calculated by comparing the total compensation rates of Police Officers in Redwood City to the average total compensation of Police Officers in the following listed cities: Mountain View, Palo Alto, San Mateo, South San Francisco, Union City, Milpitas and Santa Clara.
- 7.1.2 The comparative calculation shall include top step base salary, employee PERS payments, educational incentives, and health and welfare contributions.
- 7.1.3 The total compensation comparison shall be effective September 1, 2002, and annually thereafter on September 1, during the term of the MOU.
- 7.1.4 In the event one or more of the above listed comparative cities is in labor negotiations due to the expiration of their labor MOU and does not have salary data available as of September 1, 2002, September 1, 2003, or September 1, 2004, the total compensation factor for those cities shall be equal to the Consumer Price Index for all Urban Consumers for the San Francisco/San Jose area for the preceding fiscal year. This factor shall be no less than 4% nor greater than 7% should the C.P.I. fall below or exceed these percentages.
- 7.1.5 Initial appointments shall normally be made at the lowest step or rate of pay. Upon approval of the Council, such appointments may be made at the second or third step, justified by consideration of the difficulty of locating qualified personnel and an appointee's experience,

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education, knowledge of particular duties required, personal fitness for the position, and such other criteria as may be reasonably related to such preferential consideration on the basis of merit.

7.1.6 Increases within the salary range established for the classification of Police Officer or Police Officer Trainee shall be administered as follows: Initial appointments shall normally be made at the first step in the salary range. With continued satisfactory performance, an employee in the classification of Police Officer may be eligible for a salary increase at twelve (12) month intervals between salary steps two, three, four and five and at a six (6) month interval, between salary steps one and two for an employee in the classification of Police Officer or Police Officer Trainee.

7.2 Salary Increase on Promotion

Promotional appointments shall be made at the salary step in the new salary range which results in a one-step increase in salary. In the event the promotional appointment is made at the second or higher step, the promoted employee shall be eligible for a salary increase in six (6) months following the promotional appointment.

7.3 Pay Period

Employees shall be paid bi-weekly.

7.4 Premium Pay

Police Officers assigned as Detectives, regularly assigned to operate a motorcycle, Field Training Officers, Canine Handlers, and officers assigned to C-CAT, PAL and DARE shall receive premium pay in the amount of 5% of the officer's base pay.

Police Officers and Police Officer Trainees who are regularly assigned to swing shift (C-Watch) or night shift (A-Watch) shall receive premium pay in the amount of 5% of the officer's base pay.

Police Officers who are regularly scheduled to work between the hours of 2:00 p.m. and 2:00 a.m. shall receive premium pay in the amount of 5% of the officer's base pay.

7.5 Bilingual Pay

The City, with Department Head approval, shall pay a differential of 2.5% of base pay to employees who are proficient in Spanish and who successfully pass a proficiency examination.

cle over the most direct route and under normal driving conditions. Determination of compliance with the foregoing requirements of any proposed residence location shall be made by the Chief of Police. (Ord. No. 1545, § 2, 8-14-72; Ord. No. 1571, § 2, 7-16-73)

Secs. 23.23-23.29. **RESERVED:**

ARTICLE III. SALARY AND WAGE PLAN

Sec. 23.30. CITY COUNCIL TO ADOPT SALARY AND WAGE PLAN FOR ALL PERMANENT EMPLOYEES OF CITY: The City Council, shall by ordinance adopt a salary and wage plan for all employees of the City. (Ord. No. 1545, § 2, 8-14-72)

Sec. 23.31. INCREASES WITHIN ESTABLISHED SALARY RANGE: Increases within salary ranges established by the City Council shall be administered as follows:

A. Initial appointments shall normally be made at the lowest step or rate of pay. Upon approval of the Council, such appointments may be made at the second or third step (for salary ranges expressed in steps) or at any rate between the minimum or maximum of a salary range (for salary ranges not expressed in steps) when justified upon consideration of 1) the difficulty of locating qualified personnel, or 2) an appointee's experience, education, knowledge of the particular duties required, personal fitness for the position, and such other criteria as

may be reasonably related to such preferential consideration on the basis of merit.

B. An employee may be eligible for a salary adjustment to the next higher step (for salary ranges expressed in steps) or rate (for salary ranges not expressed in steps) above the initial step or rate to which appointment was made upon the satisfactory completion of six (6) consecutive months employment. Such an adjustment shall be made only upon the recommendation of the department head for such employee, and upon the approval of the City Manager. Employment of a person not recommended for such adjustment should normally be terminated. The provisions of this subsection shall not be deemed to affect the length of any prescribed probationary period.

C. All salary adjustments above the adjustment made after six (6) consecutive months employment in accordance with the provisions of subsection B, above shall be made in accordance with the provisions of this subsection. An employee may be eligible for such salary adjustments to the next higher step (for salary ranges expressed in steps) or rate (for salary ranges not expressed in steps) above the step or rate from which advancement is proposed, upon completion of a minimum period of one year at such lower step or rate, and upon consideration of such employee's performance of duties, experience, education, personal fitness for the position, and other criteria reasonably related to awarding increased compensation on the basis of merit. Such adjustments shall be made only upon the recommendation of the department head for

such employee, and upon approval of the City Manager.

- D. Notwithstanding provisions to the contrary in subsection C, above, in the case of employees employed in those classifications included under Group C and Group D employees as defined in rule II, sections 14.4 and 14.5, respectively, of the Personnel Rules and Regulations of the City, salary adjustments from the third to the fourth step and from the fourth to the fifth step shall be made for such employees upon completion of the period of one year service at each such respective lower step.
- E. Notwithstanding provisions to the contrary in subsection A, above, in the case of employees appointed to the position of police officer, upon approval of the Council, an appointment may be made at the fourth step if appointee for the position of police officer has a minimum of three (3) years of paid full-time law enforcement experience in the State of California and meets the minimum requirements for this position, and furthermore, with such approval an appointment may be made at the fifth step if the appointee for this position has a minimum of four (4) years of paid full-time law enforcement experience in the State of California and meets the minimum requirements for this position.

The Council shall have the sole discretion to determine at what step an appointee for the position of police officer shall be placed in the salary range upon appointment. (Ord. No. 1545, § 2, 8-14-72; Ord. No. 1555, § 3, 2-5-73; Ord. No. 1571, § 3, 7-16-73; Ord. No. 1636, § 1, 6-23-75; Ord. No. 1836, § 1, 3-16-81)

Sec. 23.32. AUTHORITY OF CITY MANAGER AND COUNCIL TO ADJUST EMPLOYEE SALARIES: The City Manager shall have the authority to adjust the salaries of all administrative positions in the City's service subject to his appointment, or requiring his approval for appointment, in accordance with the provisions of Section 23.31. The salaries of all positions filled by Council appointment shall be set forth in ranges and/or rates, and adjustments of salaries for such positions shall be made as determined by the Council.