



# CITY of NOVI CITY COUNCIL

Agenda Item 5  
December 3, 2007

**SUBJECT:** Approval to provide for additional Police Sergeant promotional opportunity (no increase in total staffing level).

**SUBMITTING DEPARTMENT:** Police Department 

**CITY MANAGER APPROVAL:** 

EXPENDITURE REQUIRED	\$13,000 - \$23,000
AMOUNT BUDGETED	N/A
APPROPRIATION REQUIRED	\$13,000 - \$23,000 (Budget Amendment will be determined in 4 <sup>th</sup> Qtr)
LINE ITEM NUMBER	Various Personnel Services Account – Dept 301

## BACKGROUND INFORMATION:

The Training and Standards Sergeant is an important addition to the Police Department. Currently, there are a number of essential functions that are divided throughout the organization. The position of the Training and Standards Sergeant would streamline and enhance efficiency of the organization. By adding this position, the department will have an overlay of supervision in the Investigative Section and have focused attention to the critical functions where the necessary time can be devoted. This position will be assigned and report directly to the General Services Division Commander. The promotional position (no new hire) had been recommended in the 2007/08 Budget but subsequently withdrawn. The Audit for 06/07 has been completed and presented. The City completed last Fiscal Year at or better than estimated. The Training and Standards Sergeant position would include the following responsibilities:

- Training
- Field Training Officer Program
- Supervisory Responsibilities
- Internal Affairs and Customer Service Inquiries
- Special Projects, Strategic Planning and Research
- Possible CALEA Accreditation
- Department Policy Development and Update

This position would align with the Goal to Ensure Public Safety Services Meets the Needs of the Community as part of the strategy to meet the staffing needs of the public safety services. This position will not unduly hamper our road presence. In fact, this dedicated position would also allow for additional patrol sergeant visibility since the patrol sergeants would no longer be responsible for the training scheduling functions and other administrative responsibilities.

An officer or detective would be promoted from the sergeant eligibility List. There will be no increase in staff for the Police Department as a result of this promotion.

**RECOMMENDED ACTION:** Approval to provide for additional Police Sergeant promotional opportunity (no increase in total staffing level).

	1	2	Y	N
Mayor Landry				
Mayor Pro Tem Capello				
Council Member Crawford				
Council Member Gatt				

	1	2	Y	N
Council Member Margolis				
Council Member Mutch				
Council Member Staudt				

# MEMORANDUM



**TO:** CLAY J. PEARSON, CITY MANAGER  
**FROM:** DAVID E. MOLLOY, CHIEF OF POLICE  
**SUBJECT:** TRAINING AND STANDARDS SERGEANT POSITION  
**DATE:** NOVEMBER 28, 2007

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## **Background**

Currently, there are a number of functions that are performed on a piece-meal basis among many different sergeants as they are able to fit in the work in between managing and supervising their shifts. These functions, along with several more, would be much better served by a dedicated person who is able to devote the time and attention to them they deserve and need to be properly handled.

## **Proposal**

The Training and Standards Sergeant position, if approved, would have several responsibilities:

### **1) Training:**

This function is a very important core function of the department. Constant training of police personnel is a must, not only to ensure the best and most efficient operation of the department, but also for civil liability reasons. The police department cannot provide the high level of customer service that we demand of our personnel without constantly updating our staff in the core training functions and other areas of their jobs. Some examples of the basic core training includes firearms, CPR training, AED (Automated External Defibrillator), emergency vehicle operation, deadly force, non-deadly force, legal update, hazardous materials, street survival, cultural diversity, domestic violence, community policing, and initial crime scene investigation. In addition to the minimum core training, there is also a need for other enhanced and advanced training curriculums.

Police Departments who have not adequately trained their personnel have been successfully sued in civil court for "Failure to Train" under 42-USC Sec. 1983 and also State law theories. The law requires police departments to conduct adequate and appropriate training to avoid and/or significantly reduce injury and civil liability.

In addition, the MCOLES (Michigan Commission on Law Enforcement Standards) has suggested that there will soon be additional mandatory training for all sworn police officers. MCOLES currently has in place State mandated training for PSAP (Public Safety Answering Points); required by all of our police dispatchers.

Currently, the training function is something that is performed by the Investigative Sergeant in between his responsibility as a first line supervisor in the General Services Division. The requirements of this training function often supersede his primary responsibilities as the first line supervisor in the Investigative Section. Additionally, assistance is often required and these

tasks are delegated to uniform patrol sergeants. There are 99 men and women who need to be trained in several different areas throughout the year every year.

Having a dedicated person in this position will increase the quality and frequency of our training. This will provide for increased defenses in civil court. This person will also enable the Novi Police Department to meet City Council's short-term goal to "Develop Government Structure and Staff Skills for Effective Delivery of Customer Services and Communication with the Community." The person in this position will be able to develop and implement a comprehensive staff training program that will further develop our already high customer service standards.

**2) Field Training Officer Program:**

In addition to the "In-Service" training identified above, our department also has a Field Training Officer (FTO) Program for our newly hired officers. Although the police academy provides the state-mandated minimal basis training, it does not provide the extensive training necessary for the officer to perform to the level and expectations of the Novi Police Department. Our FTO program is a comprehensive 18-week program that mirrors well-accepted, court-defensible training that is conducted by police departments nationwide.

A Training and Standards Sergeant would be a valuable asset with assisting the shift sergeants who currently manage and supervise the program. Much of the FTO program involves intense documentation of the training that is conducted, and is intended to ensure this documentation is completed properly. A single dedicated person who can serve as an information clearinghouse in this position is invaluable.

**3) Department Policies:**

Our Departmental Policies and Directives are an integral part of helping to ensure our staff not only maintain the highest level of customer service, but also to keep the actions of our staff within the boundaries of the law and the acceptable standards of the law enforcement profession.

The need to constantly review, revise and update our policies is continual and ongoing process. Currently, this function is delegated to the Uniform Division Commander along with the Shift Sergeants. The expectation is for this assignment to be done and completed in addition to all of their other daily duties, activities and responsibilities. Many of the policy revisions can be labor intensive, and to be complete, reference and research to other agencies policies nationwide is sometimes necessary.

A dedicated person in the position of Training and Standards Sergeant would be able to give this duty the attention it deserves.

**4) Supervisory Responsibilities:**

This position will share in supervisory responsibilities of all staff in the Investigative Section. There will be cross-training so the assigned person will be able to provide supervisory support to the Investigative Section.

**5) Internal Affairs Investigations and Customer Service Inquiries:**

The department does receive customer service inquiries (also known as "complaints" or "allegations of misconduct") asking us to evaluate the conduct of our staff. Many of these are very minor in nature and typically involve someone who may have received a traffic citation and



may not agree with it. Other allegations can be more serious and can involve serious violation of department policy or state law. Currently, the majority of these investigations fall upon the shift sergeants to complete. Again, this is in addition to them managing their patrol shifts and other responsibilities. More serious allegations are investigated by the investigative sergeant, which must be done in addition to his other daily duties.

A Training and Standards Sergeant would be an appropriate person who can dedicate the time necessary to ensure we can continue to conduct a complete investigation while not having to sacrifice supervision of uniform patrol or investigative personnel.

**6) Special Projects, Strategic Planning and Research:**

A person assigned to this position would be an invaluable asset to have available to handle and assist with special projects that arise from time to time. Some examples of this would be the 800 MHz (Megahertz) Radio Project the Police and Fire Departments are migrating to in order for communication interoperability. A second example would be the current computer migration of the police department operations to the Court and Law Enforcement Management Information System (CLEMIS) computer system. In addition, this position can provide much needed assistance in the Emergency Management component of the Novi Police Department. Currently, the Chief of Police is the City's designated Emergency Manager.

**7) CALEA Accreditation:**

The Commission on Accreditation for Law Enforcement Agencies (CALEA) is a national certification that is voluntary for police departments. The benefits and costs are still being evaluated as to whether it would be beneficial to the department to seek this accreditation. If the department does seek this certification, it is a very time consuming and somewhat long process that would require a dedicated person to properly complete.

**Return on Investment**

The exact number of staff hours that would be saved by other staff is difficult to measure. However, many of the items listed above would now be given the attention they desperately need and deserve. These functions are currently performed by various supervisors in addition to their regular supervisory responsibilities. By assigning these duties to a Training and Standards Sergeant, the first line supervisors will be able to spend more time supervising their staff, which is an essential function to ensure the highest level of customer service and helps reduce civil liability.

## MEMORANDUM



**TO:** Chief Molloy  
**FROM:** Kathy Smith-Roy *KS*  
**CC:** Clay Pearson  
Pam Antil  
**SUBJECT:** Training and Standards Sergeant  
**DATE:** November 28, 2007

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The estimated cost for converting a Patrol Officer position to a Training & Standards Sergeant position mid-year for the 2007-8 fiscal year, and for the full 2008-9 fiscal year is \$13,000 and \$27,300, respectively. The estimate includes the current Police Officer contractual increase, but does not include and increases for the Command Officer contract which expired June 30, 2006. \*

The Finance Department does not recommend a budget amendment at this time, and instead would prefer the financial difference be considered in the fourth quarter. The adjustment is less than two-tenths of one percent of the Personal Services budget of \$10,062,715 for the Police Department. However, we do recommend City Council approval for the change in positions due to the impact on union classification and future budget considerations as noted above. //

If you have any other questions, or need any additional information, please let me know.