



AGENDA ITEM EXECUTIVE SUMMARY

Agenda Item number: 7.a

Title:

Recommendation to Approve Modifications to City Ordinance Title 2 “Administration and Personnel”, Chapter 2.32 “Police Department”, Section 2.32.020 “Appointments, Promotion, and Vacancy Filling”

Presenter:

Chief Keegan

Meeting: Government Services Committee

Date: October 23, 2017

Proposed Cost:

Budgeted Amount: \$

Not Budgeted:

Executive Summary *(if not budgeted please explain):*

Due to some additional attrition and personnel changes within the Police Department, a modification of the Police Department’s command structure via the attached ordinance revision is needed for City Council consideration.

These revisions (explained in greater detail within the associated memo and organizational chart), modify the command structure of the Police Department to provide better oversight and command of both patrol operations and the various ancillary duties of the Police Department’s command team. This modification is budget and FTE neutral and, in fact, due to other modifications within the Police Department, has a positive impact on the overall operating budget of the Police Department.

Please see the attachments for additional information.

Attachments *(please list):*

* Memo * Organizational Chart * Ordinance

Recommendation/Suggested Action *(briefly explain):*

Recommendation to approve modifications to City Ordinance Title 2 “Administration and Personnel”, Chapter 2.32 “Police Department”, Section 2.32.020 “Appointments, Promotion, and Vacancy Filling.”



Memo

Date: 10/17/2017
To: Mark Koenen, City Administrator
From: James Keegan, Chief of Police
CC: Ray Rogina, Mayor
Re: Police Department Reorganization

As outlined below and discussed in our on-going planning meetings, I am recommending the following modifications to our City Code pursuant to City Council approval.

The below captioned recommendations alter the command structure of the police department to both fill vacant positions via attrition and provide more consistent supervision and oversight to a younger work force. Each of these modifications is in most cases, cost/personnel neutral and contributes to an overall reduction to our operating budget.

Highlights to recent changes recommended include:

- After the retirement of Commander Gatlin (5/1/17), the Commander of Administration role was filled on a temporary basis by a sergeant on restructured duty due to an off-duty injury. That sergeant is now back to full-duty and we are ready to proceed with a promotional opportunity.
- The K-9 position has gone unfilled and remains vacant pursuant to the passing of "Aries". The officer was assigned back to uniform patrol operations and is assisting us with staffing concerns. We will at some point look to fill this position but not until staffing levels settle into optimum levels.
- The Community Restitution position (full-time) has now been reclassified into a part-time position and additional hours are now being offered at both night and on weekends to accommodate younger defendants trying to obtain additional hours. This change will yield significant savings.
- The additional deputy chief returns us to previous staffing levels and allows us to free up commanders from administrative duties for additional oversight of both patrol operations. Within the last few years we have hired several new officers and promoted four of the six patrol sergeants.

In an attempt to simplify our ordinances, I am broadening the term ‘deputy chief’ and “commander” into the attached ordinance and not using a specific position (i.e.- Deputy Chief of Administration or Commander of Investigations). This is an attempt to build upon our exempt personnel’s backgrounds and in the spirit of true succession planning, promote and appoint to a specific rank and not a specific position. This creates a more well-rounded police executive with a better understanding of the entire police departments operations and not a specific task, skill-set or specialty.

Thank you in advance for your cooperation in this matter. As always, I stand ready to discuss my recommendations at your convenience. These recommendations mandate that we modify the code accordingly:

Chapter 2.32

POLICE DEPARTMENT

Sections:

2.32.020 Appointments, promotion, and vacancy filling.

2.32.020 Appointments, promotion, and vacancy filling.

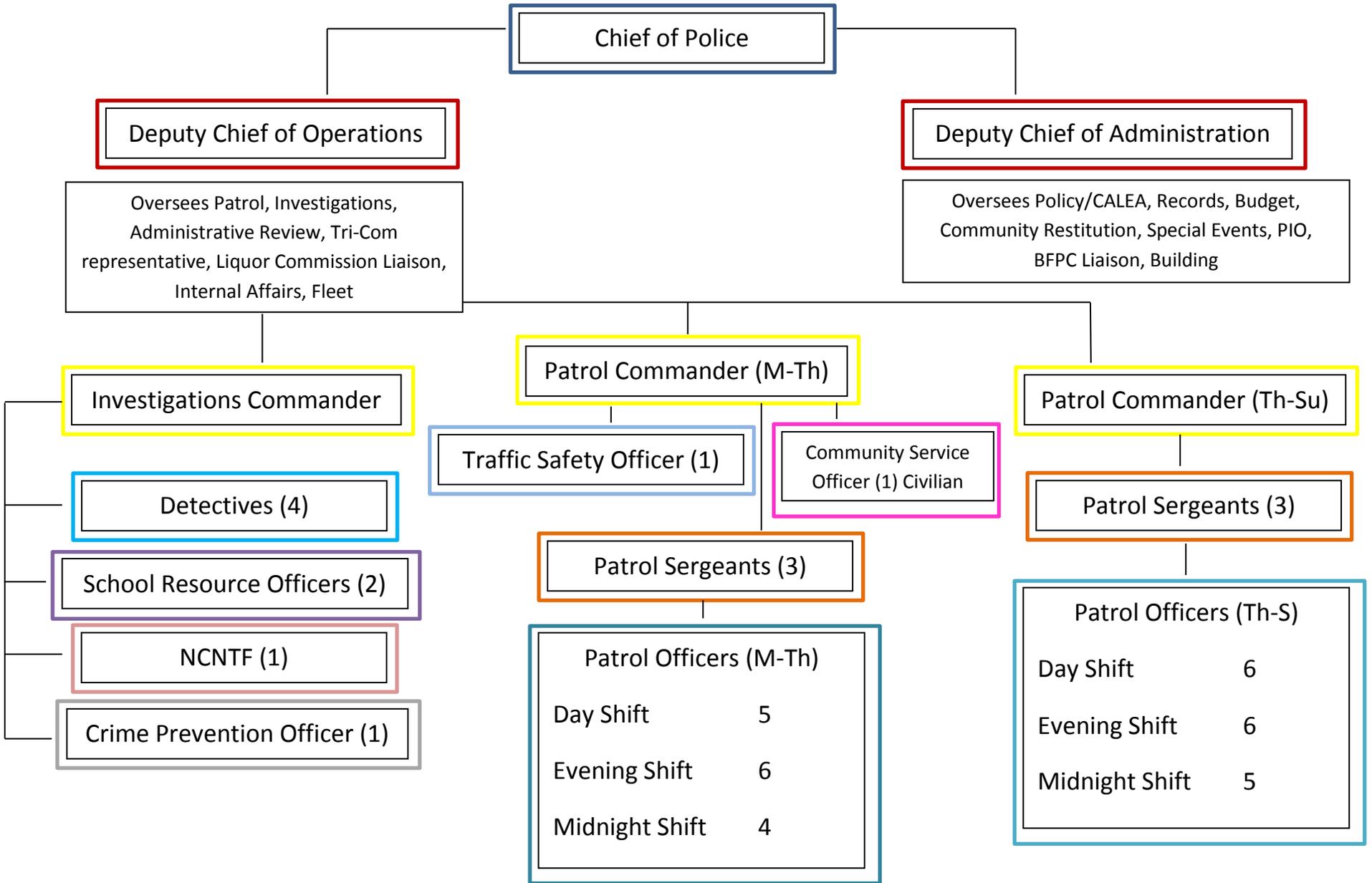
2. ~~The Deputy Chief, Commander of Investigations, Commander of Patrol, and Commander of Administration~~ All Deputy Chief and Commander positions shall be exempt rank(s) and position(s) and shall be appointed or promoted by the City Administrator upon the recommendation of the Chief of Police and shall be subject to removal by the City Administrator.

The provisions of 65 Illinois Compiled Statutes 5/10-2.1-4, as amended, shall not apply to appointments, promotions or removals for the position(s) of Chief of Police, Deputy Chiefs, ~~Commander of Investigations, Commander of Patrol, and Commander of Administration~~ or Commanders.

3. Any full-time member of the Police Department appointed as Chief of Police, Deputy Chief, ~~or Commander of Traffic & Special Events, and Commander of Investigations,~~ unless outlined herein, shall not retain any reversionary rights in any former position and shall not be returned to such position if removed or resigned from his appointed position.

1. 1. Any full-time member of the Police Department holding the rank of Deputy Police Chief, ~~or Commander of Investigations, Commander of Patrol, and Commander of Administration~~ upon enactment of this ordinance shall be classified during his or her term in such position as on furlough from the Police Department at the rank to which he or she is entitled under the Board of Fire and Police Commissioners at the beginning of his or her term of office.

St. Charles Sworn Police Personnel Chart



Total Sworn Personnel: 53

City of St. Charles, Illinois
Ordinance No. 2017-M- _____

**An Ordinance Amending Title 2 “Administration and Personnel”,
Chapter 2.32 “Police Department”, Section 2.32.020 “Appointments,
Promotion, and Vacancy Filling”, of the St. Charles Municipal Code**

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF ST. CHARLES,
KANE AND DUPAGE COUNTIES, ILLINOIS, AS FOLLOWS:**

SECTION ONE: That Title 2 “Administration and Personnel” Chapter 2.32 “Police Department” Section 2.32.020 “Appointments, Promotion, and Vacancy Filling”, of the St. Charles Municipal Code, be and is hereby amended as follows:

2. All Deputy Chief and Commander positions shall be exempt rank(s) and position(s) and shall be appointed or promoted by the City Administrator upon the recommendation of the Chief of Police and shall be subject to removal by the City Administrator.

The provisions of 65 Illinois Compiled Statutes 5/10-2.1-4, as amended, shall not apply to appointments, promotions, or removals for the position(s) of Chief of Police, Deputy Chief, or Commander.

3. Any full-time member of the Police Department appointed as Chief of Police, Deputy Chief, or Commander, unless outlined herein, shall not retain any reversionary rights in any former position and shall not be returned to such position if removed or resigned from his appointed position.

1. Any full-time member of the Police Department holding the rank of Deputy Police Chief or Commander upon enactment of this ordinance shall be classified during his or her term in such position as on furlough from the Police Department at the rank to which he or she is entitled under the Board of Fire and Police Commissioners at the beginning of his or her term of office.

SECTION TWO:

That, after the adoption and approval hereof, this Ordinance shall (i) be printed or published in book or pamphlet form, published by the authority of the City Council of the City of St. Charles, or (ii) within thirty (30) days after the adoption and approval hereof, be published in a newspaper published in and with a general circulation within the City of St. Charles.

SECTION THREE: This Ordinance shall be in full force and effect ten (10) days from and after its passage by a vote of the majority of the corporate authorities now holding office, approval and publication in the manner provided by law.

PRESENTED to the City Council of the City of St. Charles, Illinois, this ____ day of _____, 2017.

PASSED by the City Council of the City of St. Charles, Illinois this ____ day of _____, 2017.

APPROVED by the Mayor of the City of St. Charles, Illinois, this ____ day of _____, 2017.

Raymond P. Rogina, Mayor

ATTEST:

City Clerk

COUNCIL VOTE:

Ayes : _____

Nays : _____

Absent : _____