



ST. CHARLES  
SINCE 1834

**AGENDA ITEM EXECUTIVE SUMMARY**

Title: Recommendation to Approve Recommended Personnel Changes for the Police Department

Presenter: Chief Keegan

*Please check appropriate box:*

	Government Operations		Government Services
X	Planning & Development 10.12.15		City Council
	Public Hearing		

Estimated Cost:		Budgeted:	YES		NO	
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If NO, please explain how item will be funded:

**Executive Summary:**

Due to recent attrition, the St. Charles Police Department would like to take this opportunity to make several personnel changes, which we feel will better serve the citizens of St. Charles and our Department. Please see the attached memo from Chief Keegan, which outlines these recommended changes.

**Attachments:** *(please list)*

Memo from Chief Keegan; Ordinance

**Recommendation / Suggested Action** *(briefly explain):*

Recommendation to approve recommended personnel changes to the Police Department.

*For office use only:* Agenda Item Number: 3b



# Memo

Date: 10/6/2015  
To: Mark Koenen, City Administrator  
From: James Keegan, Chief of Police  
CC: Ray Rogina, Mayor  
Re: Police Department Reorganization

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As outlined below and discussed in both planning meetings and reorganization proposals, I am recommending the following modifications to our City Code pursuant to City Council approval.

The below captioned recommendation alters the command structure of the police department to enhance and improve communication, accountability and balance the span of control among command personnel.

## **Chapter 2.32**

### **POLICE DEPARTMENT14**

#### **Sections:**

- 2.32.010** Created - Composition.
- 2.32.020** Appointments, promotion, and vacancy filling.
- 2.32.030** Powers and duties of police chief and department.
- 2.32.040** Fee for Bail/Bond Administration.
- 2.32.050** Deleted in its entirety.
- 2.32.060** Private occupations.

#### **2.32.020 Appointments, promotion, and vacancy filling.**

B. The Deputy Chief, Commander ~~Traffic & Special Events, and Commander of of Investigations, Commander of Patrol, and Commander of Administration~~ 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, Commander ~~Traffic & Special Events, and Commander of~~ [Investigations, Commander of Patrol, and Commander of Administration](#). (Ord. 2009-M-57 § 1; Ord. 2008-M-93 § 2.)

C. Any full-time member of the Police Department appointed as Chief of Police, Deputy Chief, Commander ~~Traffic & Special Events, and Commander of~~ [Investigations, Commander of Patrol, and Commander of Administration](#) 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. (Ord. 2009-M-57 § 1.)

1. Any full-time member of the Police Department holding the rank of Deputy Police Chief, Commander ~~Traffic & Special Events, and 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. If he or she resigns or retires from the appointed rank or is removed by the appointing authority, said officer shall revert to his or her permanent rank, if any, in the Police Department as established under statute or City ordinance, unless removed from the department by the Board of Fire and Police Commissioners. If the employee reverts to a prior rank, the employee shall be entitled to all the benefits and emoluments of that rank, without regard as to whether a vacancy then exists in that rank.

In addition to the Command structure changes outline above, some additional ancillary changes are taking place to support positions, including: the merging of the training and accreditation coordinator position; and the expanded role of an administrative assistant.

Thank you in advance for your cooperation in this matter. As always, I stand ready to discuss my recommendations at your convenience.

JTK/jtk

City of St. Charles, Illinois

ORDINANCE NO. 2015-M-\_\_\_\_\_

An Ordinance amending title 2 “Administration and Personnel”, 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", Section 2.32.020 “Appointments, Promotion, and Vacancy Filling”, of the St. Charles Municipal Code, be and is hereby amended as follows:

**2.32.020 Appointments, promotion, and vacancy filling.**

B. The Deputy Chief, Commander of ~~Traffic & Special Events, and Commander of~~ Investigations, Commander of Patrol, and Commander of Administration 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, Commander of Traffic & Special Events, and Commander of~~ Investigations, Commander of Patrol, and Commander of Administration. (Ord. 2009-M-57 § 1; Ord. 2008-M-93 § 2.)

C. Any full-time member of the Police Department appointed as Chief of Police, Deputy Chief, Commander of ~~Commander of Traffic & Special Events, and Commander of~~ Investigations, Commander of Patrol, and Commander of Administration 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. (Ord. 2009-M-57 § 1.)

1. Any full-time member of the Police Department holding the rank of Deputy Police Chief, Commander of ~~Traffic & Special Events, and 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. If he or she resigns or retires from the appointed rank or is removed by the appointing authority, said officer shall revert to his or her permanent rank, if any, in the Police Department as established under statute or City ordinance, unless removed from the department by the Board of Fire and Police Commissioners. If the employee reverts to a prior rank, the employee shall be entitled to all the benefits and emoluments of that rank, without regard as to whether a vacancy then exists in that rank.

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 \_\_\_\_\_, 2015.

PASSED by the City Council of the City of St. Charles, Illinois this \_\_\_\_ day of \_\_\_\_\_, 2015.

APPROVED by the Mayor of the City of St. Charles, Illinois, this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

\_\_\_\_\_  
Raymond P. Rogina, Mayor

ATTEST:

\_\_\_\_\_  
Nancy Garrison  
City Clerk

COUNCIL VOTE:

Ayes : \_\_\_\_\_

Nays : \_\_\_\_\_

Absent : \_\_\_\_\_