

PERSONNEL COMMITTEE AGENDA
Monday, September 10, 2012 – 6:30p.m.
(or immediately following previously scheduled meeting)
Lincoln Center – 1519 Water Street

[A quorum of the City Council may attend this meeting]
[A quorum of the Police & Fire Commission and Water and Sewage Commission
may attend this meeting]

1. Discussion and possible action on new position requests:
Dispatcher
Police Officer
Late Night Transit Supervisor (half-time to be added to current half-time position)
2. Discussion and possible action on out of state travel for 2013
3. Notice of Intent ~ Employee seeking Public Office
4. Adjourn into closed session (approximately 6:45p.m.) pursuant to Wisconsin State Statute 19.85(1)(e) [conducting other specified public business, whenever competitive or bargaining reasons require a closed session] to discuss bargaining parameters with City employees.

Any person who has special needs while attending this meeting or needs agenda materials for this meeting should contact the City Clerk as soon as possible to ensure a reasonable accommodation can be made. The City Clerk can be reached by telephone at (715) 346-1569, TDD #346-1556, or by mail at 1515 Strongs Avenue, Stevens Point, WI 54481.

Copies of ordinances, resolutions, reports and minutes of the committee meetings are on file at the office of the City Clerk for inspection during normal business hours from 7:30 a.m. to 4:00 p.m.



Emergency Management

City of Stevens Point
1515 Strongs Avenue
Stevens Point WI 54481

Sally McGinty, Director of Emergency Management
(715) 346-1517

August 1, 2012

Mayor Andrew Halverson
City Hall
1515 Strongs Avenue
Stevens Point WI 54481

Dear Mayor Halverson,

In accordance with City of Stevens Point Administrative Policy No. 2.04, I am requesting a new position for inclusion in the 2013 budget.

As you know, the Stevens Point Dispatch Center is understaffed. The GeoComm *Final Options Comparison Report and Implementation Plan* recommends a staffing level of 13 dispatchers for the city. We currently have eight. As shown in attachment 1, adding two dispatchers would make a significant improvement in our ability to staff the center with two dispatchers at all times. When staffed with eight fully qualified dispatchers, we have double coverage scheduled approximately 77% of the time. An addition of even one dispatcher would help increase our ability to have double coverage. Having two dispatchers on duty a larger percentage of the time will greatly increase service to the community and will help minimize risk. This request supports the Police and Fire Commission's strategic objective to preserve public safety.

At this time I am requesting approval of one additional position for the dispatch center. I appreciate the city's budgetary constraints, but I would be remiss in my duties if I did not request additional staffing. I know it is not realistic to expect to be able to hire two new dispatchers. In 2011 I moved a position from the Records Bureau to help improve the staffing level in dispatch. I don't have any viable internal options to increase dispatch staffing. There may be ways the individual hired for this additional position could generate revenue to help fund the position, such as spending some time each week writing parking tickets.

The hourly rate for the new position, in accordance with current rates set by the AFSCME contract, would start at \$16.63 per hour and rise to \$16.79 after six months. Unless already qualified, the new hire would require Emergency Medical Dispatch training (\$365 plus possible travel costs if not offered in the area) and TIME System Basic and Advanced (free but possible travel costs depending on where the courses are offered). Uniforms would cost approximately \$450 to \$500.



Emergency Management

**City of Stevens Point
1515 Strongs Avenue
Stevens Point WI 54481**

**Sally McGinty, Director of Emergency Management
(715) 346-1517**

Please see the attachments for additional information.

Thank you for your consideration.

Sincerely,

Sally McGinty
Director of Emergency Management

Attachments:

1. Dispatch Hours Summary
2. Position Description
3. Existing Work Area Staffing (Organization Chart)

STEVENS POINT POLICE DEPARTMENT

POSITION DESCRIPTION

CLASSIFICATION: **DISPATCHER/COMMUNITY SERVICE OFFICER**

RANK: Non-Sworn Position

SUPERVISOR: Shift Supervisor / Director of Emergency Management
See Directive # 200 for chain of command description

Position Summary

Non-sworn position which receives calls for information and/or assistance; dispatches police, fire, and EMS through the use of telephone and radio communications equipment; performs data entry; takes reports; performs fingerprinting and general clerical duties.

Description of Duties (Not all inclusive)

- A. Dispatching and Community Service Officer
1. Answer telephone in Dispatch Center for emergency and non-emergency calls. Operate TDD telephone. Route calls to proper personnel.
 2. Dispatch calls (emergency and non-emergency) to field officers.
 3. Dispatch E.M.S., fire, police and related services.
 4. Record all dispatched times as necessary
 5. Provide pre-arrival emergency medical procedure instructions over phone, consistent with training, when necessary.
 6. Answer questions for citizens and obtain sufficient information in order to make proper dispatch to officers.
 7. Conduct radio/telephone communications with other agencies.
 8. Perform emergency radio procedures in event of radio operating difficulties or failures.
 9. Provide various update services for field officers, such as stolen vehicles, wanted fugitives, etc.
 10. Keep Shift Supervisor informed of field activities.
 11. Notify radio stations and other resources of circumstances needing outside assistance to field officers.
 12. Monitor courthouse alarms and city cameras.

13. Monitor and operate TIME (teletype) computer terminal (as a certified operator); enter, verify and cancel warrants, stolen vehicles, unidentified missing people and various articles (guns, boats), and forward information to proper personnel.
14. Perform tornado warning, watch and thunderstorm warning procedures.
15. Record overnight parking permission requests.
16. Monitor incoming FAX machine correspondence and forward paperwork to proper personnel.
17. Assist the public at the service counter, including receiving of fine payments, using proper procedures.
18. Operate records computer terminals; process and maintain various records, including data entry and typing.
19. Process case reports, including issuing of case numbers and distribution of reports to various Divisions.
20. Complete activity printouts when necessary.
21. Conduct criminal history checks for officers, District Attorney's office, and license and permit applications.
22. Update Rolodex information, alarm list information, contact key holders for businesses when after hours problem(s) occur.
23. Maintain various call lists: i.e., social services, Probation and Parole client list, ESS team, apartment complex and mobile home floor plans, park set-ups.
24. Provide training for civilian and sworn personnel as directed.
25. Pick up abandoned bicycles and complete property inventory forms.
26. Verify five day warning checks.
27. Handle fingerprinting and mug shots.
28. Handle minor walk-in reports.
29. Pick up and drop off department vehicles for maintenance work.
30. Provide tours of Police Department.
31. Fill in for absent crossing guards.
32. Complete apprehension requests.
33. Operate telephone call in and alert systems.
34. Assist co-workers in their duties, particularly during absences.
35. Serve on an "as needed" basis in a clerical capacity, other than primary clerical functions, when required.
36. Perform other duties as assigned.

B. Staff Relations

1. Assist co-workers in their duties particularly during absences.

2. Serve on an "as needed" basis in a capacity other than primary clerical functions when required by the Department.
3. Work cooperatively and harmoniously with co-workers and supervisors.

C. Training

1. Attend and participate in assigned training both on and off-site.

Skills, Knowledge and Abilities

1. Communicate effectively, both orally and in writing.
2. Proficient in modern office equipment and practices.
3. Knowledge of the geography of the community.
4. Knowledge of available resources.
5. Awareness of Federal, State and local laws/ordinances.
6. Follow Department policy, procedures, job descriptions and City Administrative Policies.
7. Maintain organization of work procedures during periods of heavy activity and stress.
8. Establish and maintain effective working relationships.
9. Present and maintain professional appearance, mannerism and appropriate demeanor.
10. Possess and maintain an acceptable level of computer skills.
11. Perform all functions for the classification of Dispatcher/Community Service Officer.

Other Requirements

1. Free from criminal convictions or behaviors which are inappropriate for persons dealing with sensitive/confidential information.
2. Valid driver's license without restrictions, or with correctable restrictions.
3. High school diploma or GED with emphasized course work in business.
4. Pass physical and psychological examination upon request.
5. Free from physical, emotional, or mental conditions which might adversely affect performance of his/her duties. Physical demands may include (but are not limited to) frequent repetitive movement of arm and neck while speaking on the telephone or typing; occasional standing/walking; frequent sitting for a prolonged period of time; infrequent bending, crouching, stooping, kneeling or lifting.
6. Fluent in the English language.
7. Able to hear clearly.

8. Accuracy in data entry.
9. Able to multi-task.

NOTE: This position description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of this position. The incumbent may be required to perform job related responsibilities and tasks other than those stated in this description.

Updated: 04-27-2011

Dispatch Hours

- 365 days x 24 hours = 8,760
- 8760 hours x 2 dispatchers = 17,520 hours needed for full coverage
- 2080 hours x 8 dispatchers = 16,640 (880 hour deficit in coverage)

- 8 dispatchers x 80 holiday hours = 640 hours
- 8 dispatchers x 117 vacation hours = 936 hours
- 8 dispatchers x 40 training hours = 320 hours
- 8 dispatchers x 80 sick leave hours = 640 hours
- 2536 hours

- 16,640 – 2536 = 14,104 hours currently available
- 17,520 – 14,104 = 3416 = Deficit of hours

- 1763 = number of hours worked (2080 – holiday, vacation, training, sick leave)
- 3416/1763 = 1.94 additional dispatchers needed



Stevens Point Police Department

1515 Strongs Avenue
Stevens Point, WI 54481
Phone 715-346-1500
Fax 715-346-1509

***“Innovative Policing
through Partnerships
with the Community”***



Kevin K. Ruder, Chief of Police

August 6, 2012

Mayor Andrew Halverson
City of Stevens Point

Mr. Mayor:

I am respectfully submitting my request for the addition of one sworn officer to the Stevens Point Police Department for review and presentation to the Personnel Committee.

The increase of sworn staff will allow the Department to dedicate one officer to investigate computer related crimes and evidence recovery. The Department currently must utilize the services of the State Crime Lab, for serious cases only, and the Portage County Sheriff's Department. Currently the turn around for evidence collection from phones and computers from the sheriff's department is at least two to three weeks.

I ask you and members of the personnel committee to please consider the following as you evaluate support for this new position:

- The preliminary police department budget for 2013 with the addition of an officer will not increase as compared to the 2012 budget. This is due to changes in fringe benefit calculations. (See preliminary proposed police department budget attached)
- The forensic officer will be tasked with a myriad of duties which will include managing the Department website and social media pages. Improving community awareness through the internet and exploring methods of reporting crime via a social media application meets a long term objective within the Department. (Long Term Objective #2, Improve Community Awareness)
- Crimes committed over the internet such as child solicitation currently are not being proactively investigated due to the lack of manpower and the necessity to specialize an officer with extensive training. The community expects the police department to preserve public safety identified within the strategic direction in the Department. Technological advancements resulted in crimes being perpetrated in a new arena within the world wide web requiring police departments to adapt and police where crimes are being perpetrated. (Long term objective #1, Preserve Public Safety, and #3, Reduce Crime)

- People utilize their smart phones not only as a way to communicate to others but store a wealth of information which can be integral in a criminal investigation. The computer forensic officer would be tasked not only to investigate internet crimes but also be trained to collect evidence from devices useful in determining criminal behavior and associations including personal contacts, text messages, and call history.
- On any given death investigation officers and detectives are overwhelmed with the amount of technology they need to delve into. Evidence stored within devices to determine possible cause of death and relationships which can be associated with factors leading to the death need to be retrieved in a timely manner. It is imperative for the family and the community we put closure to incidents such as these.
- Statistically crimes against children over the internet have increase exponentially in recent years. According to ICAC reports cyber tips have increased 25% in central Wisconsin this year alone.

I have attached for your review a copy of the proposed job description and look forward to discuss in greater length statistics, grant potential, and possible intergovernmental task force development.

As always I appreciate your support.

Respectfully submitted:

Kevin K. Ruder
Chief of Police

Enc: Proposed Preliminary 2013 Police Budget
Computer Forensic Officer Costs
Job Description

City of Stevens Point
Departments of Public
Utilities and Transportation
300 Bliss Avenue
Stevens Point, WI 54481-0243



Joel C. Lemke
Director
Phone: 715-345-5260
Fax: 715-345-5369

8/29/2012

RE: Full-time position request

TO: Personnel Committee

Personnel Committee:

The Transit Division is officially requesting permission to make the current LNT supervisor position a full-time position. Currently, the position is a half-time position working six hours daily on Thursday, Friday, and Saturday nights when campus is in session. The position also works six hours per day Monday through Friday. during campus breaks. The position is currently placed at grade "F" on the Management Pay Plan.

Our request is to make the position into a LNT supervisor/dispatch-scheduler position at the same grade "F". This change would allow much needed support in the way of attending to scheduling of Point Plus rides, answering phones, assisting with training activities, coordinating operations, and giving general support to the Transit Manager and Operations Manager, which is a growing need.

The cost of this position will double as it is proposed, bringing the additional cost to the operation to \$31,044.38. However, we have removed the Transit subsidy of the Assistant Streets Superintendent from the Transit budget, which allocates \$19,880.31 back to the Transit budget making the added cost \$11,164.00. With the State and Federal funding applied to this dollar amount, we end up with a local share of \$4,298.17 being added to the Transit Budget to make this position full-time.

Though this request adds to the local share requirement for the transit operation, we are proposing a budget for FY 2013 that has a zero dollar increase to the local share of the Transit operation.

I thank you for your consideration as it relates to this position, please feel free to contact me if you have any questions regarding the current or proposed position.

Best Regards,

A handwritten signature in black ink that reads 'Joel Lemke'.

Joel Lemke
Director

City of Stevens Point
1515 Strongs Avenue
Stevens Point, WI 54481-3594
www.stevenspoint.com



City Assessor's Office
Phone: 715-346-1553
Fax: 715-343-6234

Memorandum

TO: Personnel Committee
City of Stevens Point

FROM: James R. Siebers, City Assessor

DATE: August 22, 2012

RE: 2013 Assessor's Out of State Travel Requests

This memo is a request to approve out of state travel for James R. Siebers, City Assessor to attend the annual North Central Regional Association of Assessing Officers (NCRAAO) conference from June, 9 – 12, 2013 in Fargo, North Dakota. I would be attending this meeting for educational purposes and due to my involvement, as I am now the Vice President of NCRAAO and next year will become the President Elect of this organization. In 2015, the NCRAAO conference will be in the State of Wisconsin and it is expected that I will be the President of NCRAAO then. The expenses for the conference registration and travel (approximately \$650) will be included in the 2013 budget under the general seminar and education expense.

I am also requesting approval to attend the NCRAAO Board of Directors meeting in August, 2013, which is expected to be in Deadwood, South Dakota. As a representative from Wisconsin, all of my expenses for this meeting would be paid for by Wisconsin Association of Assessing Officers (WAAO), similar to what has been done for past NCRAAO Directors meetings, so there is no cost to Stevens Point for this out of state travel.

September 4, 2012

City of Stevens Point
Personnel Committee
1515 Strongs Avenue
Stevens Point WI 54481

Dear Personnel Committee,

This will serve as notification per City Administrative Policy #1.10.

After working for the City of Stevens Point for 24 years, 13 of them serving as Deputy Comptroller-Treasurer, I am announcing that I am going to run for the position of City Comptroller-Treasurer.

Sincerely,

Carrie A. Freeberg