

CITY COUNCIL STUDY SESSION

TO: Mayor and City Council

FROM: Mari E. Macomber, City Manager

SESSION DATE: April 20, 2015

TIME: 4:30 pm

PLACE: City Council Chambers

AGENDA:

- **IT SERVICES UPDATE**
- **MPO PROGRAM UPDATE**
- **REVIEW CITY COUNCIL AGENDA**
- **REVIEW NEWSLETTERS**

IT SERVICES UPDATE

On Monday, Sarah Halstead has been asked to give the City Council an update on where we stand with the replacement and upgrade of our computer system. Twenty years ago, the City had very few computers and as technology has changed and accessibility has expanded, it has been important for the City to stay as current as possible, while remaining fiscally responsible.

Our computer inventory goes beyond the regular desktop computers that are typically considered. For example we have computers in each of the police cars, a laptop for the water treatment plant supervisor dedicated to monitoring the water treatment plant operations. Our focus for Monday will be on those desktop and laptop computers used mainly in city offices.

Sarah will be updating you on our computer plan, the cost of replacement (under budget), the replacement schedule and a review of the various software programs that we have in place to complete city operations.

Before you conclude, we would like to find out from the Council if you would want to purchase five (5) Surface Pro 3 for use by the Council during City Council meetings and then make these available for field use by employees throughout the balance of the week. The cost of each is about \$1,600. One of the things that we would like to do is eliminate the delivery of City Council packets, believing that the Surface Pro would provide a larger screen for viewing. We would provide a copy of the agenda packet for use by the Mayor during the meeting, but would not deliver one prior to the meeting. We would still be under budget if these were purchased.

MPO PROGRAM UPDATE

The City Council approved the implementation of a Master Police Officer program in 2013. The idea behind the program, allows us to recognize those police officers with experience who excel as police officers and have potential to be future department leaders. When we implemented this program we had an entry level leadership position, titled Police Corporal. We chose, and the Council supported eliminating that position and allowing the appointment of Master Police Officers.

Chief Hughes will be present on Monday to give you an overview and update on how this program is working.

REVIEW COUNCIL AGENDA

REVIEW COUNCIL NEWSLETTER

Attachments

Staff Report Information Systems from Sarah Halstead

Staff Report Master Police Officer Program from Jim Hughes

Master Police Officer Program Policy

KIRKSVILLE CITY COUNCIL STUDY SESSION ATTACHMENT

SUBJECT: Computer Replacement Plan

STUDY SESSION MEETING DATE: May 4, 2015

CITY DEPARTMENT: Information Systems

PREPARED BY: Sarah Halstead

In the fall of 2005, the City implemented a server network and replaced all personal computers and copiers. In 2010, the City replaced and upgraded all computers and upgraded the server network to a virtual environment. This upgrade allowed for better overall network stability, and faster, more reliable PC's.

It has now been five years since the last computer replacement, and we are starting to see a few issues with hard drives, power supplies, fans, etc. The current computers have been out of warranty for 2 years, and all parts, repairs and maintenance costs outside of our Comprehensive IT Services Contract will have to be paid out of pocket.

The City currently has approximately 106 computers (a combination of desktops and laptops) in our inventory that are in use and/or under our IT Services Contract. Of these computers, 4 belong to E-911 and 1 belongs to the K-REDI director and the replacements will be paid for by these entities.

We will be purchasing 68 new standard desktop computers, 1 standard laptop, 4 higher end desktop computers for Engineering, and 1 higher end laptop for Engineering. The total estimated cost, which includes labor and Microsoft Office upgrades to several retained computers, is \$139,547.34. Our Comprehensive IT Services Contract covers the purchase of equipment for our network, and we will be paying Sprocket Technologies for the purchase and installation of all computers and software. The 2015 Budget includes \$166,300 for the purchase of new computers.

We will begin replacing computers the week of May 11, and expect to complete the replacements the week of June 22.

KIRKSVILLE CITY COUNCIL STUDY SESSION ATTACHMENT

SUBJECT: Status of Master Police Officer Program

STUDY SESSION MEETING DATE: May 4, 2015

CITY DEPARTMENT: Police Department

PREPARED BY: Police Chief Jim Hughes

In 2013, the Police Department put forth a request to phase out the corporal position and implement a Master Police Officer Position. That request was granted.

Corporals and MPO's are both entry level supervisory positions. However, the MPO position requires yearly qualifications, performance measures and proactive involvement in the Department/community. The department developed the program as a career enhancement opportunity for its police officers. The program is designed to encourage and reward experienced officers who excel at their work, who are leaders among their peers, and who make significant contributions to the department and/or community. The program is also designed to permit the Department to make more efficient/effective use of its members. The policy describing/administering the program, and its requirements, is attached.

We are now entering our third year. By the end of 2015 the Department will have 7 active MPO's and 3 that are currently qualified but inactive.

Active Members

Officer Luke Bachman
Officer Bill Puryear
Officer Juan Chairez
Officer Tyler Van Riessen
School Resource Officer Rich Harden
Officer Nick Panos (effective summer of 2015)
Officer Bill Sweitzer (effective fall of 2015)

Inactive Members (who meet/maintain all requirements but are inactivated while in non patrol assignments)

Detective Justin Jones
Detective Steve Feeney
Detective Nathan Selby

The program has met, or exceeded, all of the expectations of the Police Chief.

The Department would like to brief members of City Council on the status of the program and to answer any questions.

Kirksville Police Department
Policy and Procedure Manual
Master Police Officer Program

Effective: January 1, 2013

Reviewed with modification
April 28, 2015

NEXT REVIEW DATE:
December 2016

POLICY

The department maintains a Master Police Officer (MPO) program as a career enhancement opportunity for its police officers. The program is designed to encourage and reward experienced officers who excel at their work, who are leaders among their peers, and who make significant contributions to the department and/or community. The program is also designed to permit the Department to make more efficient/effective use of its members.

PROCEDURES

Program Administration

All members who meet the requirements as contained in this policy are eligible to become MPO's. Selection of Master Police Officers is conducted annually and is administered by the Administrative Lieutenant. An MPO Board, consisting of the Administrative Lieutenant, sergeant, two current MPO's, and detective (all appointed by the Chief of Police), assists with administration of the MPO selection process, and reviews the program annually, making recommendations for program adjustments to the Chief of Police. Members of the MPO Board serve on the board for a period of at least one year, or until removed by the Chief.

For the first year of program administration, the Chief will appoint an interim MPO board.

Application and Minimum Requirements

A. An MPO application must be submitted by both new MPO applicants and current MPO's seeking reappointment by a

designated date in November. Anyone who will be eligible for MPO in the next calendar year can apply. If selected their MPO status will not go into effect until the years of service (or other) requirement(s) has been met. Applications are submitted to the MPO Board which reviews them for eligibility and completeness. Recommendations are forwarded to the Deputy Chief (for his/her input) and final review and approval by the Chief of Police.

B. In order to be considered, both new MPO applicants and current MPO's seeking reappointment must meet the following minimum requirements:

Pass/Fail Requirements

1. Five years of full time paid(full time equivalent including attendance of accredited/certified law enforcement academy) law enforcement experience, in a sworn capacity, four with the Kirksville Police Department. Military police experience (2 years full-time active duty will count for 1 year of law enforcement experience). Applicants may not have been on a leave of absence, medical leave, or other leave (excluding military activation) for more than 480 hours in the previous twelve months.

2. No sustained minor Professional Standards Investigation within the previous 12 months and no sustained (serious) Professional Standards Investigation within the previous three years, except for minor property traffic accidents, which will be evaluated on a case by case basis by the Deputy Chief. Minor/serious investigations are defined in Policy D-1. Depending on the type of minor Professional Standards Investigation, the discipline imposed, remediation strategies completed(and other factors)a candidate may request a review of 1 incident per calendar year, from the Chief's panel(including Chief,Deputy Chief and Administrative Lieutenant.)The Chief's panel will decide whether it is in the best interest of the department, to exclude a specific sustained finding from disqualifying the member from further considerations. Decision of the panel is final.

3. Collateral duty participation; applicants must currently serve as, and provide adequate documentation to demonstrate that they actively participate, in:

a. Certified Field Training Officer, SWAT Team Member, Firearms Instructor, or Hostage Negotiator or;

b. Serve in at least two of the following collateral assignments:

- 1) Community Liaison or Coordinator of a community program or project;
- 2) Computer Voice Stress Analyzer (CVSA) Operator;
- 3) Regular/Active Police Skills or In-service Instructor;
- 4) Intoxilyzer Instructor;
- 5) ICAC investigator;
- 6) Regular Background Investigator;
- 7) Identified Spanish Speaker (An officer who routinely provides translations);
- 8) Arson Investigator;
- 9) Regular member of the Goal Setting Committee (or similar department volunteer programs);
- 10) Drug Recognition Expert;
- 11) Clandestine Lab Technician;
- 12) Certified Self Defense Instructor;
- 13) Uncertified field Training Officer;
- 14) Others (to be evaluated individually).

4. Obtain the endorsement of his or her sergeant. The MPO candidate's sergeant reviews the application, ensuring all information is accurate, that the candidate actively participated in the collateral duties indicated, and that the candidate's recent performance meets or exceeds the standards set forth in his/her most recent performance evaluation. The sergeant then indicates on the application whether or not they endorse the candidate's application for MPO. A written justification, prepared by the sergeant is attached to the application. Any application that is not endorsed is forwarded to the Chief of Police for review.

Point System Requirements

To meet the requirements for participation in the MPO Program the applicant will be evaluated in the following three categories based on a point system. Each category has a maximum point value of two (2) (depending on levels of performance). In one category (Policy Testing) you can achieve a score of negative one (-1). To be considered as an MPO each applicant must receive a minimum of three (3) points out of a possible six (6).

1. Receipt of higher-than-midpoint rating(s) on the most recent performance evaluation within the previous twelve months. The overall rating must meet the minimum standard outlined in the Master Police Officer Program Requirements, Application and Scoring Matrix (see attached), and may not normally include any "Improvement Needed (IN)" ratings in any category. However, depending on the type of category, low level of severity and remediation strategies (and other factors); a candidate may request review of 1 IN every two years, from the Chiefs' Panel. The Chief's Panel will decide whether it is in the best interest of the department to exclude a specific IN from disqualifying the member from further consideration. Decision of the panel is final. However, the receipt of and a second IN, in the same category, within three years, will automatically remove the candidate from consideration for MPO status.

No outstanding ratings will disqualify the applicant. Applicants with from 1-5 outstanding ratings will not be awarded any points. Applicants who have 25%-32% (6-7) of their ratings listed as outstanding will receive 1 point. Applicants who have 33%, or more (8), of their ratings listed as outstanding will receive 2 points.

2. Applicants must exceed written Department expectations for their position. Failure to meet expectations will disqualify the applicant.

Applicants who exceed Department Expectations by 1% - 9% will earn zero points. Applicants who exceed Expectations by 10% - 19% will receive one point. Those who exceed expectations by 20%, or more, will receive two points.

3. Applicants are expected to have no failures (on the first attempt) in the last two annual policy examinations (89% is

considered a failure). However, realizing that even great test takers can have a bad day, no applicant can fail more than one test in a two year period. Any scores below 81% will disqualify the applicant. A score of 81% - 89% allows for a retest (which will allow the applicant to continue in the process); however, one point will be deducted (-1). A score of 94% - 97% will earn one point. A score of 98%, or above, will earn two points.

Specialty/temporary positions/assignments

Officers that have volunteered (or been assigned) for long-term (more than one year) special and/or temporary assignments (e.g. School Resource Officer, temporary Detective) will be eligible to participate in this program. Specialty positions, such as SRO, will be required to meet all criteria (to include exceeding written goals applicable to the SRO position).

A temporary Detective, who was an MPO, will be suspended from participation in the program during their detective assignment. However, when they return to patrol they will be immediately reinstated. If not an MPO, then when they become eligible, they can apply for the program. If they choose, they can apply and fulfill all requirements other than exceeding Department expectations. Upon return they will be granted MPO status pending the six month review.

If/when these positions return to the street they will be evaluated, within the first six months of their return, to insure they are then meeting written goals for patrol officers. If the goals are not being met they will be removed until the next application process.

Other positions will be evaluated on a case-by-case basis.

Selection Process

A. Current MPO's must meet the following criteria in order to maintain their MPO status:

- complete the MPO renewal application
- meet or exceed the performance evaluation requirement
- obtain endorsements of his/her sergeant
- obtain Management Staff's approval of sustained performance over the previous 12 months

- maintain point system requirements
- final approval by the Chief of Police

B. New MPO applicants who appear to meet minimum program requirements will take a written examination administered by the Human Resources director, if one can be identified that will fulfill the needs of the MPO program.

1) An MPO applicant, who receives a non passing score, is disqualified from consideration.

C. All MPO applicants will participate in a peer assessment.

1) All department members may participate in assessing an applicant's suitability for MPO status.

2) Members who choose to complete a peer assessment for an MPO applicant must identify themselves by signing the form. Completed peer assessment forms are not directly available to the candidate for review, though summary information is provided.

3) A minimum of 5 completed peer assessments per MPO applicant is required. An average score is determined for each question on the MPO applicant's peer assessments. An overall average of less than 3.5 (out of a possible total of 5.0) disqualifies the applicant from consideration.

D. Selection process components (including experience, performance evaluation, collateral duties, supervisory endorsement, policy testing, written examination, and peer assessment) are scored according to the scheme set forth in the attached scoring matrix.

Expectations

Those who are awarded MPO status agree to:

A. Wear a designator on their uniform identifying them as Master Police Officers.

B. Demonstrate leadership by making significant contributions to the community and/or department while working to meet department goals and objectives.

C. Assume additional duties assigned by supervisors. These duties include:

1. Being listed as first available to be utilized in hiring processes (recruitment, background investigations, and oral boards).

2. Assisting with supervisory duties when supervisors are unavailable.

3. Provide roll-call/departement training as assigned/needed.

4. Exceeding departement expectations.

5. Be a role model for the community and members of the departement.

D. Be proactive in their approach to police work, demonstrating initiative and a willingness to take independent action to improve the Departement.

Compensation

Those awarded MPO status will be elevated in position range/classification as listed in the current pay scale. Failure to sustain MPO requirements will result in a return to officer range.

Forfeiture of MPO Status

MPO's who fail, at any time, to maintain the minimum requirements of the MPO program may be removed. The Administrative Lieutenant notifies the Deputy Chief of Police if an MPO fails to meet minimum requirements. The Deputy Chief makes a recommendation to the Chief of Police on whether the MPO should be removed from the program. The Chief of Police determines whether the MPO is removed from the program. An officer who is removed from MPO status may compete for a new MPO position when it becomes available by participating in the four-step scored selection process once he/she again meets the minimum program requirements. MPO program participation, selection, and forfeiture are not subject to the grievance procedure.

An MPO may be removed from the program temporarily, due to some disciplinary action (or other performance issue). Return to MPO status, if possible, will be determined by the Chief of Police.

V.

LEGAL DISCLAIMER

This directive is for departmental use only and does not apply in any criminal or civil proceeding. This department policy should not be construed as a creation of a higher legal standard of care or safety in an evidentiary sense with respect to third party claims. Violations of this directive will only form the basis for departmental administrative sanctions. violations of law will form the basis for civil and criminal sanctions in a recognized judicial setting.

By order of:

James C. Hughes
Chief of Police