

JOB EVALUATION REPORT

Fire and Police Commission Meeting Date: March 15, 2012  
 Department: Police

| Current   | Request   | Recommended   |
|---|---|---|
| Assistant Chief of Police<br>PR 4R (\$95,030 - \$133,049)<br>Vacant | Inspector of Police<br>PR 4Q (\$83,653 - \$117,118) | Inspector of Police<br>PR 4Q (\$83,653 - \$117,118) |

**Action Required**

In the Positions Ordinance, under Police Department, Administration Services Decision Unit, Professional Standards Bureau, Office of Assistant Chief, delete one position of "Assistant Chief of Police" and under Administration Bureau, add one position of "Inspector of Police".

**Background**

The Department of Employee Relations received a letter dated January 17, 2012 from Michael Tobin, Fire and Police Commission Executive Director, requesting a reclassification study of one position of Assistant Chief of Police to be downgraded to an Inspector of Police as a part of reorganization within the Police Department. The department submitted a new job description and discussions were held with Joel Plant, Chief of Staff for the Police Department, Valarie Williams, Police Personnel Administrator, and Mike Tobin, Fire and Police Commission Executive Director.

The Chief of Police has requested changes to the department executive level command staff structure that coincide with this request to downgrade one position of Assistant Chief of Police to Inspector of Police. The Chief has proposed reducing the current four major functional areas of the department to three: Administration Bureau, Neighborhood Policing Bureau and Criminal Investigation Bureau.

With this reorganization each Bureau will be headed by an Assistant Chief and will have an Inspector of Police as the second in command. Currently both the Neighborhood Policing Bureau and the Criminal Investigation Bureau have this structure. With this reclassification of a vacant Assistant Chief of Police, the Administration Bureau will also have an Inspector of Police as a designated second in command.

**Duties and Responsibilities**

As Administration Bureau Commanding Officer, this position has supervisory responsibility for all Administration Bureau functions. This Inspector of Police is responsible for effective and efficient use of personnel resources and equipment allocated to the Bureau for the purpose of providing cost effective efficient administrative support services to the entire department. Duties and responsibilities include:

- Management of the administrative bureau, deployment of personnel resources and equipment to provide required administrative support services to the entire department.
- Monitor and hold to account subordinate commanding officers and supervisors to ensure that directives of the Assistant Chief of Police are properly carried out, that productivity standards

are maintained or improved, and that appropriate administrative support services are provided to the department as required.

- Plan and develop initiatives to efficiencies in the allocation of personnel resources and equipment assigned to the bureau. Devise ways and means of recording/reporting data and information useful to the Chief and department commanders/supervisors in furthering the department's objectives and foster cooperation between the bureaus and units of the department – as well as other city department and agencies – that interact with the Administration Bureau.
- Represent the Chief before elected/appointed Boards/Commissions/Committees as directed by the Chief of Police
- Preserve public peace and order, the prevention and detection of crime, the apprehension of offenders, the protection of persons and property, and the enforcement of the laws of the State and Ordinances of the City.

### **Analysis/Recommendation**

The duties and responsibilities of this new Inspector of Police are comparable to those of the current Inspectors of Police who serve as the designated second in command for the Neighborhood Policing Bureau and the Criminal Investigation Bureau.

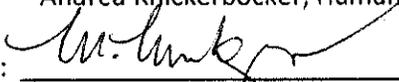
It is therefore recommended that one Assistant Chief of Police be reclassified to Inspector of Police as requested by the Chief.

Prepared by:



Andrea Knickerbocker, Human Resources Manager

Reviewed by:



Maria Monteagudo, Employee Relations Director