

Evaluation Criteria for Vacant and New Positions

1. Is the position essential? *Yes. The police department is an essential function of the City. The police department would operating at the number of officers it had in 2006 if this position is not refilled. This is not a new or additional position, it is a replacement for a recent resignation.*

2. Is the position critical?

Critical positions are positions that are, for example, one-position job classes or positions with duties that cannot be modified, reassigned or eliminated. Detailed responses to the following questions will be required in determining whether or not a position is “critical” to providing high-quality services to residents, business owners and/or employees:

- Explain how this position is key to achieving the strategic goals identified by the City Council. *Public safety has been the number one priority of a City. It is the goal and a mandate of the City to provide this service and this must be done by licensed police officers. Citizens expect officers to respond to their needs in a timely manner. A new strategic goal was to get the police department back to the number of officers it had three years ago, not replacing this open slot would put the department two short. Another strategic goal was to reduce response times. This cannot be accomplished with fewer officers.*
- Can the duties be re-engineered or automated? Please explain. *The position of a police officer must be performed by someone who holds a State of Minnesota issued license. The majority of the duties an officer performs must be completed by a licensed officer, as per Minnesota State Statute.*
- Can the duties be reassigned temporarily or permanently? Please explain. *No, officers are still needed to respond to calls.*
- Can the position remain unfilled temporarily or permanently? Please explain. *We currently have four officers assigned to four groups to cover 12 hour shifts and one officer as a relief to help cover shifts. Having another officer missing for an extended period of time will cost the City in overtime to cover the shifts when officers are on vacations, holidays, sick,*

or in training. As stated above we have been forced to adjust minimums. We will have 16 officers assigned to patrol, down from 18.

- *Can the position be filled internally? Possibly. However, if an internal candidate (eligible to be licensed by the State of Minnesota) were hired for the position, that could leave a city vacancy, which may or may not need replacing. (i.e., a volunteer police reserve officer would not have to be replaced.) If a viable internal candidate is not found and external process will need to take place. An internal candidate was selected on the last hire.*
- *What is the impact (i.e., to residents, business owners, employees, and/or operations) if the position is not filled? There are days where there is not a full complement of officers. This causes delays in response times and definitely decreases in general patrol duties, including traffic enforcement and investigation. Citizens would not see a squad driving by their residence as often if there are fewer officers on the department patrolling the neighborhoods and businesses. The number of officers that we currently have meets our adjusted minimum officers needed to cover shifts. Calls for service have slowly increased as has the population. We continue to add businesses to the City. Officers are needed to meet the demand. One of the Council's strategic goals was to reduce response times, this cannot be accomplished with fewer officers.*
- *Can the service provided be reduced, eliminated, or contracted out? No. The City has its own police department and provides that service. Citizens will see an impact if there are fewer officers on duty. Response times increase and service decreases with fewer officers. We would still operate as a department but we have one less officer on the schedule.*
- *What is the budgetary impact if the position is not filled (e.g., additional overtime/compensatory time off costs) There would definitely be more overtime paid out if the officer is not replaced. We are at a minimum amount of officers needed to effectively respond to calls for service as we are staffed today.*
- *What are the circumstances that warrant the creation of this new position? This is not a new position. This is a replacement officer for a recent resignation.*

3. What is the total annual cost of the position (e.g., salary, taxes, benefits, equipment, etc.)?

The position is budgeted at step 1 and would be a total annual expense of approximately \$65,488.