

Evaluation Criteria for Vacant and New Positions

1. Is the position essential? Essential positions are those that provide core public health and safety services; emergency and disaster assistance; and preservation of the essential elements of the City's financial activities.
 - *Yes, this is a licensed full time police officer position, with an assignment assisting the community on a proactive level. This position would deal with the public health and safety on a wide range of core functions such as Crime Prevention, Youth First, Safety Camp and Night to Unite.*

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 is a top priority to the city.*
 - Can the duties be re-engineered or automated? Please explain.
 - *The police department does rely on some non-law enforcement programs and agencies to assist with youth, however when Minnesota State Statute requires, these programs contact our department. The Ramsey Department is required to follow up on cases referred to the department by those programs.*
 - Can the duties be reassigned temporarily or permanently? Please explain.
 - *No, officers are needed to respond to requests from the public.*
 - Can the position remain unfilled temporarily or permanently? Please explain.
 - *Yes the position could remain unfilled temporarily, however due to the time of year (summer) the community would be impacted by a reduction in programs and outreach. Night to Unite, Crime Prevention, Car seat checks, etc.*
 - Can the position be filled internally?
 - *Yes, if we have someone who is eligible to be licensed as a police officer by the State. Doing this would leave a city vacancy, which may also need to be replaced. If a viable internal candidate is not found an external process will need to take place.*

- What is the impact (i.e., to residents, business owners, employees, and/or operations) if the position is not filled?
 - *Community programs and crime prevention initiatives will be impacted,, likely causing an increase in crime, and a greater reactive work load for patrol officers.*
 - Can the service provided be reduced, eliminated, or contracted out?
 - *This position is a response to demand by the community for officers working with businesses and residents to provide a safer and healthier place to live, work, and play.*
 - What is the budgetary impact if the position is not filled (e.g., additional overtime/compensatory time off costs)
 - *The essential functions of this job will need to be assigned to patrol officers, which will take them away from their duties such as traffic enforcement and the reduction of roadway injuries and deaths. Overtime costs would increase, specifically during the peak times of this season.*
 - What are the circumstances that warrant the creation of this new position?
 - *This is not a new position. This is the replacement of our current crime prevention specialist due to a resignation.*
3. What is the total annual cost of the position (e.g., salary, taxes, benefits, equipment, etc.)?
- *The position would be at step 1 of a patrol officer, with a total annual of expense of approximately \$82,186.00.*