



# REPORT TO COUNCIL

## City of Sacramento

16

915 I Street, Sacramento, CA 95814-2604  
www.CityofSacramento.org

Staff  
April 17, 2007

Honorable Mayor and  
Members of the City Council

**Title:** Police Department Civilian Compensation

**Location/Council District:** Citywide

**Recommendation:** Adopt a **Resolution** 1) authorizing an increase to the compensation of specific classifications that reside in the Police Department Records Division, Communications Center and Forensic Identification Section; and 2) authorizing the City Manager or a designated representative to augment the budget to compensate for the increases in salary and other compensation.

**Contact:** Dee Contreras, Director of Labor Relations (916) 808-5424; Lisa Hutchin, Labor Relations Officer (916) 808-5424.

**Presenters:** Gus Vina, Assistant City Manager

**Department:** Police

**Division:** Records, Communications and Forensic Identification

**Organization No:** 2152

### Description/Analysis

**Issue:** The Sacramento Police Department is unable to recruit and retain qualified employees in the Communications Center, Records Division and Forensic Identification Section. These divisions have lost large numbers of experienced employees to other agencies that offer higher compensation and a lighter workload. Remaining employees are working mandatory overtime and struggling to maintain service levels. See Attachments for further detail.

**Policy Considerations:** The continued loss of trained personnel is negatively impacting the morale of the employees and the department. This request also serves to improve the relationship between the unions and the City by jointly working to resolve issues of mutual concern.

**Environmental Considerations:** This activity is not subject to the California Environmental Quality Act (CEQA) because it does not constitute a "project" as defined in section 15378 of the CEQA Guidelines, and is otherwise exempt pursuant to Sections 15321(b) (law enforcement activities) and 15601(b)(3) (no



significant effect on the environment) of the CEQA Guidelines.

**Commission/Committee Action:** Not Applicable.

**Rationale for Recommendation:** See Attachments.

**Financial Considerations:** The cost for the Communications Center is \$91,000 for this year and \$514,000 for FY 07/08. The cost for Records is \$77,000 for this year and \$484,000 for FY 07/08. The cost for Forensic ID is \$33,000 for this year and \$197,000 for FY07/08.

**Emerging Small Business Development (ESBD):** No goods or services are being purchased under this report.

Respectfully Submitted by: *Dee Contreras*  
Dee Contreras  
Director of Labor Relations

Recommendation Approved:

*Ray* *Ray Kerridge*  
Ray Kerridge  
City Manager

**Table of Contents:**

Report	pg. 1
<b>Attachments</b>	
1 Records Division	pg. 3
2 Communications Center	pg. 4
3 Forensic ID Section	pg. 5
4 Resolution	pg. 6
Exhibit A	pg. 7
Exhibit B-1, 2, 3, and 4	pg. 8
Exhibit C	pg. 12

**Attachment 1**

## Records Division

The Police Records division is authorized fifty-eight (58) positions, fifteen (15) of which are filled by entry level employees, and thirty-two (32) of which are filled by trained Police Records Assistants (PRAs). The division is responsible for a wide range of critical functions including:

- crime report writing, including missing persons, stolen property and stolen vehicles;
- packaging case files for the DA's office;
- assisting citizens in reporting crimes, collecting bail, assigning court dates, and releasing vehicles;
- staffing three public counters to assist citizens in filing reports, providing copies of reports, etc.
- responding to calls from Police Officers to research and provide information such as warrants and criminal histories.

The division, which operates on a 7/24 schedule, has lost fifty (50) PRAs in the past five years and has been operating with mandatory overtime for almost that long. In 2006, Records took 16,235 crime reports (17.8% of the total reports) via the phone or public counter. Additionally, the division processed 91,278 crime reports and 28,937 arrest reports. Employees must learn and retain a wide range of functions, all of which require meticulous attention to detail with little or no room for error. It is extremely difficult to recruit and retain employees, given the high stress level, hours of work, and correspondingly low pay. PRAs have been lured to other agencies, which pay better, require less skill and fewer hours of work.

Recommendation: Restructure the classification series, changing the titles to Police Records Specialist I and II, Police Records Supervisor, Senior Police Records Supervisor, and adding the new classification of Police Records Specialist III, responsible for the lead functions of technical expertise in the records management system. Increase the current PRA I salary by seventeen percent (17%) to establish the new salary for the PRS I. Establish a fifteen percent (15%) interval between the PRS I and PRS II, and ten percent (10%) intervals between the remaining classifications. Reallocate six (6) PRS II positions to the new PRS III classification.

**Attachment 2**

## Communications Center

Dispatchers in the Police Department's Communications Center answer incoming calls for service from citizens. The Communications Center handles 80,000 calls per month (911, emergency, non-emergency, and calls from officers). Additionally, employees dispatch Police Officers on calls for service, monitor pursuits, officer involved shootings, and other emergency situations. Dispatchers handle requests such as fire/ambulance response, tow trucks, broadcast information, etc. In 2006, Communications Center employees handled nearly 700,000 calls for service, as compared to 326,000 in 1990 – an increase of over 114%. The city's population has risen from 370,000 in 1990 to 452,000 in 2005 – an increase of 22%. While call volumes are on the rise, the department continues to lose qualified and experienced dispatchers. So far in 2007, the Communications Center has lost 7 employees. In 2006, 21 dispatchers left the Communications Center and another 27 dispatchers left in 2005. The majority are leaving for other agencies. While authorization for additional FTE will help, it will not adequately address retention issues.

## Recommendation:

- Add a two percent (2%) equity to current salary effective April 14, 2007; Add another two percent (2%) on June 23, 2007;
- Revert back to the evening and night shift differential of five percent (5%) and seven percent (7%);
- Add a five percent (5%) POST incentive for dispatchers with 3+ years of classification seniority;
- Increase uniform allowance to \$25/bi-weekly pay period;
- Increase supervisors' salaries to correspond with equity increases for Dispatcher III, and add six percent (6%) on top of that, spread over two years, to compensate for the POST incentive.

**Attachment 3**

## Forensic Identification Section

The Forensic Identification Section of the Police Department has the responsibility for crime scene investigations, evidence collection and processing, and latent fingerprint examination. Identification Technicians accomplish this work as uniformed civilians in the field responding to a variety of crime scenes throughout the City. Their science-based work facilitates police detectives by identifying crime suspects through the collection and examination of fingerprints. The science of forensic identification continues to evolve and has become increasingly technical. In fact, over two thirds of the forensic staff have at least a bachelors degree. Over the past five years, the Section has lost 13 highly trained, veteran technicians to other agencies or internal promotion; 6 have left since June of last year, leaving the City with fewer employees to carry on this critical function. It takes approximately nine months to replace a technician at the entry level and several years before they are fully trained in forensics.

Recommendation: Restructure the classification series, changing the titles and adding a Lead Forensic Investigator class. Abolish the current entry level class and increase the salary of the new classification of Forensic Investigator I by eight percent (8%). Establish ten percent (10%) differentials between the classifications, and reallocate four (4) Identification Technician III positions to the Lead Forensic Investigator class.

**RESOLUTION NO.**

Adopted by the Sacramento City Council

**POLICE DEPARTMENT CIVILIAN COMPENSATION**

**BACKGROUND**

- A. The Records Division, Communications Center and Forensic Identification Section have experienced unprecedented personnel losses over the past five years. Experienced employees have left the Police Department to work for other agencies that have a lighter work load and better compensation.
- B. The inability to recruit and retain competent, trained employees has negatively impacted the operations in the divisions, resulting in mandatory overtime and increasing restrictions on the ability to take time off.
- C. Additional compensation is necessary in order to retain the employees who are currently working in these divisions, and attract new candidates to fill the open positions. Filling the open positions will have the added benefit of eventually reducing the amount of mandatory overtime, and retaining experienced employees will reduce the cost associated with constant turnover.

**BASED ON THE FACTS SET FORTH IN THE BACKGROUND, THE CITY COUNCIL RESOLVES AS FOLLOWS:**

- Section 1. The salary range for the classifications of Police Records Specialist I, II, III, Police Records Supervisor and Senior Police Records Supervisor shall be implemented as in Exhibit A.
- Section 2. The salary range, POST incentive, shift differential and uniform allowance for the classifications of Dispatcher I, II, and III and salary range for Supervising Dispatcher shall be implemented as in Exhibit B1- 4.
- Section 3. The salary range for the classifications of Forensic Investigator I, II, Lead Forensic Investigator and Supervising Forensic Investigator shall be implemented as in Exhibit C.
- Section 4. The City Manager, or a designated representative, is authorized to augment the budget to compensate for the increases in salary and other compensation.

**Table of Contents:**

- Exhibit A Salary schedule for Police Records Specialist series
- Exhibit B1-4 Salary schedules for Dispatchers
- Exhibit C Salary schedule for Forensic Investigator series

Exhibit A Salary schedule for Police Records Specialist series

4/10/2007 1:34:11 PM CODE TITLE	CITY OF SACRAMENTO SCHEDULED MONTHLY/BY-WEEKLY HOURLY RATES					GOVERNMENT HUMAN RESOURCES SYSTEM				
	STEP 3	STEP 4	STEP 5	STEP A/6	STEP B/7	STEP C/8	STEP D/9	STEP E/10	STEP F/10	STEP G/10
16933/66933 REP16 POLICE RECORDS SPECIALIST I	2395.61 1105.66 13.8208	2515.38 1160.94 14.5118	2641.15 1218.99 15.2374	2773.21 1279.94 15.9993	2911.88 1343.94 16.7993	3057.48 1411.14 17.6393	3210.36 1481.70 18.5213	3370.88 1555.79 19.4474		
16934/66934 REP16 POLICE RECORDS SPECIALIST II	2754.94 1271.51 15.8939	2892.69 1335.09 16.6886	3037.32 1401.84 17.5230	3189.19 1471.94 18.3992	3348.66 1545.54 19.3192	3516.10 1622.82 20.2852	3691.91 1703.96 21.2995	3876.51 1789.16 22.3645		
16935/66935 REP16 POLICE RECORDS SPECIALIST III	3030.44 1398.66 17.4833	3181.97 1468.60 18.3575	3341.07 1542.03 19.2754	3508.13 1619.14 20.2392	3683.54 1700.10 21.2512	3867.73 1785.10 22.3138	4061.11 1874.36 23.4295	4264.17 1968.08 24.6010		
15101/65101 REP15 POLICE RECORDS SUPERVISOR	3333.49 1538.54 19.2317	3500.17 1615.46 20.1933	3675.19 1696.24 21.2030	3858.95 1781.06 22.2632	4051.91 1870.11 23.3764	4234.50 1963.62 24.5452	4467.23 2061.80 25.7725	4690.59 2164.89 27.0611		
15082/65082 REP15 SENIOR POLICE RECORDS SUPERVISOR	3666.87 1692.40 21.1550	3850.20 1777.02 22.2127	4042.71 1865.86 23.3233	4244.85 1959.16 24.4895	4457.09 2057.12 25.7140	4679.95 2159.98 26.9997	4913.95 2267.98 28.3497	5159.65 2381.38 29.7672		

Attachment I  
Records Division

Effective 4/14/07

Exhibit B-1 Salary schedule for Dispatcher series

4/10/2007 1:36:40 PM CODE TITLE	CITY OF SACRAMENTO SCHEDULED MONTHLY/BI-WEEKLY/HOURLY RATES					GOVERNMENT HUMAN RESOURCES SYSTEM					
	STEP 3	STEP 4	STEP 5	STEP A/6	STEP B/7	STEP C/8	STEP D/9	STEP E/10	STEP F/11	STEP G/12	
02049/52049 REP02 <u>DISPATCHER I</u>				3242.43 1496.50 18.7063	3404.54 1571.33 19.6416	3574.77 1649.90 20.6237	3753.52 1732.39 21.6549	3941.18 1819.01 22.7376			
02050/52050 REP02 <u>DISPATCHER II</u>				3851.47 1777.60 22.2200	4044.04 1866.48 23.3310	4246.25 1959.81 24.4976	4458.57 2057.80 25.7225	4681.49 2160.69 27.0086			
02051/52051 REP02 <u>DISPATCHER III</u>				4380.90 2021.95 25.2744	4599.94 2123.05 26.5381	4829.93 2229.20 27.8650	5071.42 2340.66 29.2582	5324.99 2457.69 30.7211			
15039/65039 REP15 <u>SUPERVISING DISPATCHER</u>				4501.62 2077.67 25.9709	4726.70 2181.55 27.2694	4963.04 2290.63 28.6329	5211.18 2405.16 30.0645	5471.73 2525.42 31.5677	5745.32 2651.69 33.1461	6032.59 2784.27 34.8034	6334.22 2923.49 36.5436

Attachment 2  
Communications Center

Effective 4/14/07

Exhibit B-2 Salary schedule for Dispatcher series

REP CODE TITLE	CITY OF SACRAMENTO SCHEDULED MONTHLY/BI-WEEKLY/HOURLY RATES			GOVERNMENT HUMAN RESOURCES SYSTEM		
	STEP A/6	STEP B/7	STEP C/8	STEP D/9	STEP E/10	STEP E/10
REP02 02049/52049 DISPATCHER I	3404.54 1571.33 19.6416	3574.77 1649.90 20.6237	3753.52 1732.39 21.6549	3941.18 1819.01 22.7376	4138.25 1909.96 23.8745	
REP02 02050/52050 DISPATCHER II	4162.98 1921.38 24.0172	4371.14 2017.45 25.2181	4569.69 2118.32 26.4790	4819.19 2224.24 27.8030	5060.15 2335.46 29.1932	
REP02 02051/52051 DISPATCHER III	4780.31 2206.30 27.5787	5019.32 2316.61 28.9576	5270.29 2432.44 30.4055	5533.81 2554.06 31.9258	5810.50 2681.77 33.5221	
REP15 15039/65039 SUPERVISING DISPATCHER	5056.22 2333.64 29.1705	5574.49 2572.84 32.1605	6145.86 2836.55 35.4569	6775.81 3127.30 39.0912	7114.61 3283.66 41.0458	

Exhibit B-3 Salary schedule for Supervising Dispatcher

EFFECTIVE CODE TITLE	REP UNIT	CITY OF SACRAMENTO SCHEDULED MONTHLY/BY-WEEKLY HOURLY RATES					GOVERNMENT HUMAN RESOURCES SYSTEM					
		STEP 3	STEP 4	STEP 5	STEP A/6	STEP B/7	STEP C/8	STEP D/9	STEP E/10			
15039/65039	REP15	5363.63	5631.81	5913.41	6209.08	6519.53	6845.51	7187.79	7547.18			
SUPERVISING		2475.52	2599.30	2729.26	2865.73	3009.02	3159.46	3317.44	3483.31			
DISPATCHER		30.9440	32.4912	34.1158	35.8216	37.6127	39.4933	41.4680	43.5414			

06/21/2008

Exhibit B-4 Salary schedule for Supervising Dispatcher

EFFECTIVE CODE TITLE	REP UNIT	CITY OF SACRAMENTO SCHEDULED MONTHLY/BY-WEEKLY HOURLY RATES					GOVERNMENT HUMAN RESOURCES SYSTEM				
		STEP 3	STEP 4	STEP 5	STEP A/6	STEP B/7	STEP C/8	STEP D/9	STEP E/10		
15039/65039	REP15	5689.74	5974.23	6272.93	6586.58	6915.91	7261.71	7624.79	8006.04		
<u>SUPERVISING</u>		2626.03	2757.34	2895.20	3039.96	3191.96	3351.56	3519.14	3695.10		
<u>DISPATCHER</u>		32.8254	34.4667	36.1900	37.9995	39.8995	41.8945	43.9892	46.1887		

06/20/2009

Exhibit C Salary schedule for Forensic Investigator series

CITY OF SACRAMENTO		GOVERNMENT HUMAN RESOURCES SYSTEM											
SCHEDULED MONTHLY/BI-WEEKLY/HOURLY RATES		STEP 5		STEP A/6		STEP B/7		STEP C/8		STEP D/9		STEP E/10	
Attachment 3 Forensic Identification Section													
16047/66047	REP16	3345.33	3512.60	3688.22	3872.63	4066.26	4269.58	4483.06	4707.21				
	FORENSIC	1544.00	1621.20	1702.26	1787.37	1876.74	1970.58	2069.10	2172.56				
	<u>INVESTIGATOR I</u>	19.3000	20.2650	21.2782	22.3421	23.4592	24.6322	25.8638	27.1570				
16048/66048	REP16	3679.85	3863.84	4057.04	4259.89	4472.88	4696.54	4931.37	5177.93				
	FORENSIC	1698.39	1783.31	1872.48	1966.10	2064.41	2167.63	2276.02	2389.82				
	<u>INVESTIGATOR II</u>	21.2299	22.2914	23.4060	24.5763	25.8051	27.0954	28.4502	29.8727				
16926/66926	REP16	4047.85	4250.25	4462.76	4685.89	4920.19	5166.20	5424.50	5695.73				
	LEAD FORENSIC	1868.24	1961.66	2059.74	2162.72	2270.86	2384.40	2503.62	2628.80				
	<u>INVESTIGATOR</u>	23.3530	24.5207	25.7467	27.0340	28.3857	29.8050	31.2952	32.8600				
15060/65060	REP15	4452.64	4675.27	4909.03	5154.48	5412.21	5682.82	5966.97	6265.31				
	SUPERVISING	2055.06	2157.82	2265.70	2378.99	2497.94	2622.84	2753.98	2891.68				
	FORENSIC	25.6883	26.9727	28.3213	29.7374	31.2243	32.7855	34.4248	36.1460				
	<u>INVESTIGATOR</u>												

Effective 3/14/07

