

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: February 23, 2015

Item No.: 14.b

Department Approval



City Manager Approval



Item Description: Approve Change in Job Description of Community Service Officer within the Police Department

BACKGROUND

The City Staff have discussed the potential creation of a Police Cadet position which was utilized by the Police Department in past years to recruit and retain quality candidates for police officer. The Cadet position was removed from the Police Department's annual budget in 2003.

When presented and tabled at the regular City Council meeting on February 9, 2015, it appeared the Council would consider a change in the job description of the Community Service Officer to reflect Community Liaison activities instead of creating new Cadet position.

With only three part-time CSOs, the Police Department is limited in its ability to attract and retain multicultural law enforcement students. The change in job description and adding one CSO position will allow the Department to increase its part-time staff. Thus creating one more opportunity to hire employees reflective of Roseville's diverse community. The Department has a rich history of promoting CSOs to full time police officer positions within the Department.

The additional CSO position will be directed at multicultural applicants with preference given to those with demonstrated experience interacting with and organizing diverse communities. The Police Department expects the additional CSO will represent a proactive approach to creating a safe and livable community by forming positive relationships and fostering inclusive communication between the Department and the increasing number of multicultural residents of Roseville.

Several suburban agencies in Hennepin County operate a Joint Community Police Partnership and their multi-cultural positions are integral to its operation. These cities have successfully increased diversity within their police departments by taking part in the partnership and utilizing the multi-cultural positions. The Roseville Police Department recognizes these accomplishments and seeks to achieve similar outcomes through creating a Community Liaison role within the CSO division.

CSO positions are not eligible for tuition reimbursement.

It is expected the Community Liaison role will be rotated among CSO staff as employees are rotated in and out of the unit as their education and careers progress. The Police Department has the goal of incorporating the Community Liaison's role among the remaining CSO staff, to some

31 extent, so long term benefits of the position are realized by other Community Service Officers
32 and the rest of the Police Department.
33

34 The change in job description is as follows:

35 The Community Service Officer (CSO) may be assigned in a Community Liaison role to assist
36 the Department in focusing on law-enforcement and crime-prevention strategies within diverse
37 communities utilizing multicultural and bilingual interactions. While working in this capacity,
38 this position will report to the Lieutenant of Patrol.
39

40 Preference will be given to candidates who have fluency speaking, reading and writing a second
41 non-English language; Hmong, Karen, Somali, Spanish, or Thai are preferred.
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43 **POLICY OBJECTIVE**

44 To align staff roles, at appropriate levels, with qualified employees in order to carry out the
45 strategic vision and goals of the city.
46

47 **BUDGET IMPLICATIONS**

48 The position was not funded as part of the 2015 budget. It is anticipated the cost in 2015 will be
49 approximately \$16,550. Donations, available grants and Police forfeiture funds will be used to
50 fund the expenses for 2015.
51

52 Council will be asked to budget for the full cost of this additional position in future years.
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54 **STAFF RECOMMENDATION**

55 Authorize the change the Community Service Officer job description in the Police Department.
56

57 **REQUESTED COUNCIL ACTION**

58 Motion to change the Community Service Officer job description in the Police Department.
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60 Prepared by: Rick Mathwig, Chief of Police 651-792-7203
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62 Attachment: Current RPD recruiting efforts
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Roseville Police Department Recruitment Efforts

Attachment A

- 1 Reserve Officer Program
- 2 Community Service Officers
- 3 - 2013 Hiring process had mandatory second language component
- 4 Police Explorers
- 5 School Liaison Officer Position (outreach at RAHS)
- 6 IMPACT's discussions with RAHS Latino Club
- 7 Lunch in the Schools
- 8 Shop with a Cop/Heroes and Helpers
- 9 Department Make a difference
- 10 College Job Fairs
- 11 Citizen Police Academy
- 12 Connections with all college Criminal Justice coordinators
- 13 Connection with and teaching at police Skills training
- 14 Connection with North East Youth and Family Services
- 15 St. Odilia's Church- meet and greet after Latino service
- 16 High school mentorship program
- 17 Sports activities (e.g. soccer camp, basketball games)
- 18 College Intern program- average 12 months per year
- 19 Teaching Law Enforcement classes at area colleges
- 20 Ongoing discussions with students and staff at Metro State
- 21 Advertising jobs on college job boards and other law enforcement posting sites
- 22 Website
- 23 Building relationships with multicultural community through New American Forums,
- 24 outreach at schools, churches, businesses and apartment complexes
- 25 Century College
 - 26 ■ Maintain a relationship with the service-learning program at Century College.
 - 27 Students are required to take the policing in the community course which
 - 28 requires 40 Service Learning Hours. In 2014, 7 students were mentored. Will
 - 29 likely have 4 more interns this spring and another batch in the Fall/Summer.
 - 30 ■ Participated in the 2014 Volunteer Fair at Century College and have since signed
 - 31 4 students from the fair (brought to my attention by Kelly O'Brien, who also
 - 32 attended the fair). A veteran, a Karen member, a Somali member, and a Latino
 - 33 female were successfully recruited and signed-up to be the 2015 spring service-
 - 34 learning interns. 3 of the 4 have aspirations to become Roseville Police Officers
 - 35 with the other interested in probation/courts.
 - 36 ■ 3rd year presenting to Careers in Law Enforcement class. Each class is well
 - 37 represented by different ethnicities. Many students are unaware how competitive
 - 38 the hiring process can be in a first ring suburb.
 - 39 ■ Push job postings to previous interns and park patrollers interested in a career in
 - 40 law enforcement, as well as Rasmussen College, and depending on the position,
 - 41 also forward to the International Association of Crime Intel Analysts and
 - 42 Minnesota Association of Crime Intel Analysts to forward to their respective
 - 43 departments.
 - 44