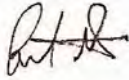


REQUEST FOR COUNCIL ACTION

Date: March 23, 2015

Item No.: 14.a

Department Approval



City Manager Approval



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

BACKGROUND

The Police Department wishes to increase its positive interactions with the diverse community of Roseville. The Department spends a considerable amount of time interacting with the citizens and visitors to Roseville and wishes to expand its cadre of Community Service Officers to better assist the City in making Roseville a more inclusive and welcoming city.

On February 9, 2015, Department staff presented to Council the option of reinstating a Police Cadet position with increased community outreach duties as an opportunity to reach this goal. The Police Cadet position was utilized by the Police Department in past years to successfully recruit and retain quality candidates for police officer positions. The Cadet position was removed from the Police Department's annual budget in 2003.

This option was presented and tabled at the regular City Council meeting on February 9th. At the time it appeared the Council would instead consider adding a Community Service Officer position with an enhanced job description. The Department recognizes the advantages of this opportunity as well considering there is also a rich history of promoting CSOs to full time police officer positions.

With only three part-time CSO positions, current employees are needed to fulfill already established job duties. Adding an additional CSO position and changing the job description to include an enhanced community liaison role will benefit the Department by augmenting its part-time staff and create one more opportunity to focus on positive interactions with Roseville's diverse community.

The Community Liaison role will be shared among CSO staff as they are rotated in and out of the unit as their education and careers progress. An educational component will be added to the CSO program. Monthly meetings will be coordinated to discuss outreach initiatives and strategies to determine how the Department can better meet the needs and challenges of our diverse community. The Community Relations Coordinator will help facilitate the meetings. A draft of potential topics to be discussed in monthly staff meetings is attached to the RCA. We anticipate the entire Department will become more knowledgeable about the City it serves by capitalizing on the information gathered and discussed at the monthly CSO meetings and through

the increased outreach in the community. The Department has a rich history of promoting CSOs to police officers and we expect the experience and knowledge gained through the CSO program will encourage the overall professional development and cultural awareness in the Department in order to better serve Roseville.

Hiring considerations for the CSO position will be directed to multicultural applicants with preference given to those with second language skills or demonstrated experience interacting with and organizing diverse communities. The Police Department expects the additional CSO to help build positive relationships and increase communication between the Department and the growing number of multicultural residents in Roseville to further develop a safe and livable community.

Several suburban agencies in Hennepin County operate a Joint Community Police Partnership and their multicultural 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 multicultural positions. The Roseville Police Department recognizes these accomplishments and seeks to achieve similar outcomes through creating a Community Liaison role within the CSO division.

The change in job description is as follows:

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

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

POLICY OBJECTIVE

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

BUDGET IMPLICATIONS

The position was not funded as part of the 2015 budget. It is anticipated the cost in 2015 will be approximately \$16,550. Due to an unexpected vacancy in the Patrol Division the Department expects to use extra salary money to pay the costs in 2015.

In 2016 the Department will shift existing budget money to fund the position. No additional levy or budget money is anticipated.

CSO positions are not eligible for tuition reimbursement.

STAFF RECOMMENDATION

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

REQUESTED COUNCIL ACTION

75 Motion to change the Community Service Officer job description in the Police Department.

76

77 Prepared by: Rick Mathwig, Chief of Police 651-792-7203

78

79 Attachment: A: Current RPD recruiting efforts

80 B: Draft of potential CSO group meetings

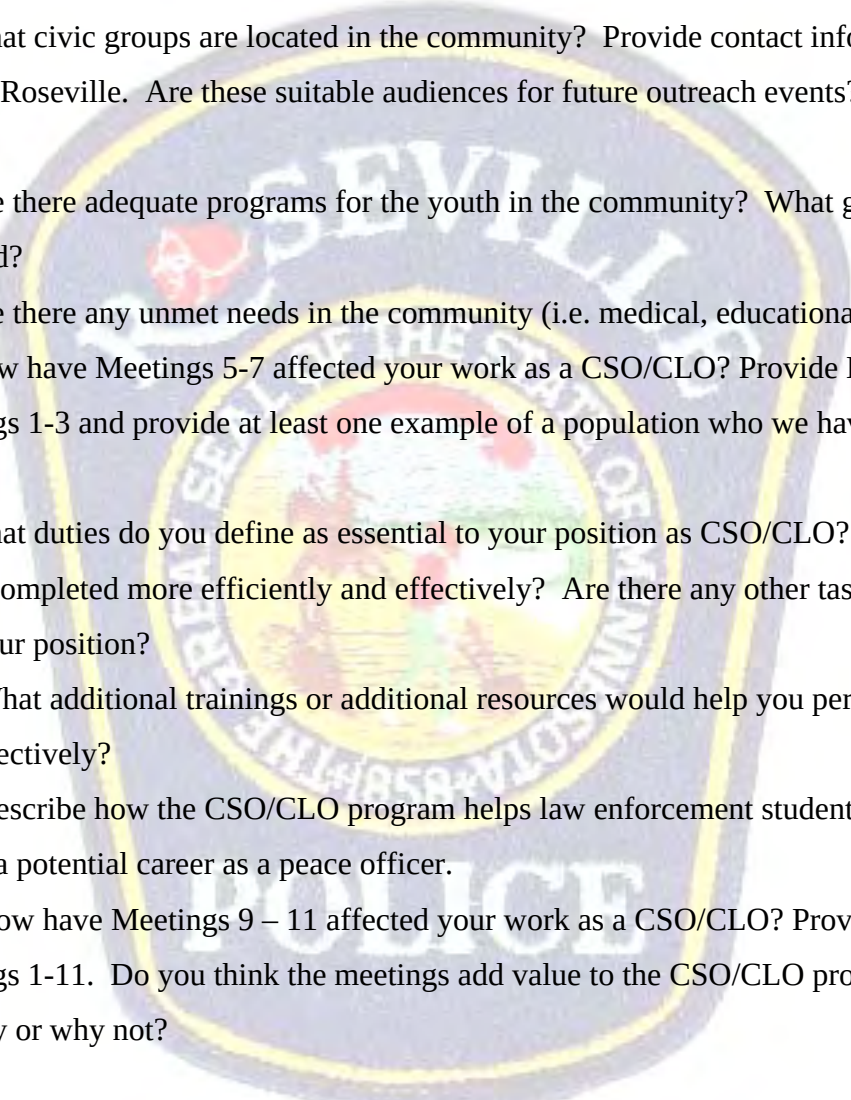
Roseville Police Department Recruitment Efforts

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

CSO Monthly Discussion Schedule 2015/2016

Attachment B

- 
- The seal of the Roseville Police Department is centered in the background. It is a circular emblem with a yellow border. Inside the border, the words "ROSEVILLE" and "POLICE" are written in a circular path. The center of the seal features a shield with various symbols, including a red star and a green tree.
- 1 **Meeting 1:** Do perceptions of police differ from community to community? Discuss.
- 2 **Meeting 2:** Do you feel enough services are provided for our older residents? Provide examples
- 3 from your own community.
- 4 **Meeting 3:** Do you think enough services are provided for residents afflicted with mental
- 5 illness? What role can the police play in serving this population?
- 6 **Meeting 4:** How have Meetings 1 – 3 affected your work as a CSO/CLO? Provide examples.
- 7 **Meeting 5:** What civic groups are located in the community? Provide contact information for
- 8 civic groups in Roseville. Are these suitable audiences for future outreach events? Why or why
- 9 not?
- 10 **Meeting 6:** Are there adequate programs for the youth in the community? What gaps, if any,
- 11 need to be filled?
- 12 **Meeting 7:** Are there any unmet needs in the community (i.e. medical, educational, social)?
- 13 **Meeting 8:** How have Meetings 5-7 affected your work as a CSO/CLO? Provide Examples.
- 14 Revisit Meetings 1-3 and provide at least one example of a population who we have not
- 15 discussed, yet.
- 16 **Meeting 9:** What duties do you define as essential to your position as CSO/CLO? How can
- 17 these tasks be completed more efficiently and effectively? Are there any other tasks that would
- 18 add value to your position?
- 19 **Meeting 10:** What additional trainings or additional resources would help you perform your
- 20 duties more effectively?
- 21 **Meeting 11:** Describe how the CSO/CLO program helps law enforcement students gain
- 22 experience for a potential career as a peace officer.
- 23 **Meeting 12:** How have Meetings 9 – 11 affected your work as a CSO/CLO? Provide examples.
- 24 Revisit Meetings 1-11. Do you think the meetings add value to the CSO/CLO program in
- 25 Roseville? Why or why not?

Draft