

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: **2/11/2019**
Item No.: **7.f**

Department Approval

City Manager Approval



Item Description: Consider Approving Police Department's Commitment to Diversity Staffing Program

1 **BACKGROUND**

2 On January 28, 2019, Deputy Chief Scheider and Chief Mathwig presented information to the City
3 Council on staffing in the Roseville Police Department along with concerns related to the following
4 topics:

- 5 • Part I
 - 6 ○ Increasing crime rate
 - 7 ○ Decreasing case clearance rate
 - 8 ○ Complexity of criminal investigations
 - 9 ○ Increase in population and development
 - 10 ○ What other agencies are doing to address staffing challenges
- 11 • Part II
 - 12 ○ Commitment to diversity/community outreach

13
14 Council members expressed their desire to discuss the Commitment to Diversity staffing program again
15 when all members were present. As is shown in Attachment A, the Police Department is looking to
16 retain our Cadets, Community Service Officers (CSOs) and Police Reserve officers through a merit
17 based system as police officers once they are eligible to be licensed as a police officer in the state.
18 Given the uncertainty of when an officer vacancy will occur, the Commitment to Diversity program will
19 allow for the Police Department to expand on a temporary basis to allow for a Cadet, CSO or Police
20 Reserve to be retained as a police officer. Once another vacancy occurs within the Police Department
21 and assuming there is not another Cadet, CSO or Police Reserve eligible to be promoted to an officer,
22 the staffing level of officers will return to its initial complement.

23
24 In order to initiate the Commitment to Diversity staffing program, staff would like for the City Council
25 to adopt a resolution instituting the program. Each year, the need to retain Cadets, CSOs and Police
26 Reserve officers will be reviewed, and if it is deemed that a Cadet, CSO or Police Reserve is eligible
27 and qualified to become a Roseville Police Officer, staff will bring forward a request for funding.

28
29 In 2019, staff anticipates the need to retain one CSO that will be eligible and qualified to become a
30 police officer. This CSO will complete his training in August.

31
32 In 2020, staff anticipates that there will potentially be a need to retain at least one CSO as an officer.

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34 Deputy Chief Scheider and Chief Mathwig will be prepared for and welcome additional discussion on
35 Part I of the Staffing Presentation originally made on January 28, 2019.

36 **POLICY OBJECTIVE**

37 The objective of this presentation is to share information with the Council pertaining to the above-
38 mentioned topics with a focus on Roseville Police Department staffing levels.

39 **BUDGET IMPLICATIONS**

40 The Police Department has identified a funding need of \$38,130 of personnel costs to initiate this
41 program and hire one officer in August of 2019. The Police Department has also identified \$38,130 in
42 the current operating budget to fund one additional police officer position (48 to 49 sworn) for the rest
43 of 2019. Other than the Police Department's commitment of \$2,500 listed in Attachment B, no
44 additional funds are necessary in 2019.

45
46 Funding will be needed in 2020 and beyond to fund this full-time position. (2019 full-time costs are
47 estimated to be \$79,300 plus \$2,500 for equipment).

48 **STAFF RECOMMENDATION**

49 Staff recommends City Council adopt a resolution approving the City of Roseville Police Department's
50 Commitment to Diversity staffing program as described in Chief Mathwig's memorandum to City
51 Manager Trudgeon. In addition, staff recommends the City Council authorize the hiring of one
52 additional police officer in August of 2019 through the Roseville Police Department's Commitment to
53 Diversity staffing program with funding coming through savings in the existing Police Department
54 budget

55 **REQUESTED COUNCIL ACTION**

56 Motion to adopt a resolution approving the City of Roseville Police Department's Commitment to
57 Diversity staffing program as listed on Chief Mathwig's memorandum to City Manager Trudgeon

58 -and-

59 Motion to authorize the hiring of one additional police officer in August of 2019 through the Roseville
60 Police Department's Commitment to Diversity staffing program with funding coming through savings
61 in the existing Police Department budget.

62 Prepared by: Rick Mathwig, Chief of Police

63
64 Attachment: A: Commitment to Diversity Presentation
65 B: Commitment to Diversity- Memorandum to City Manager Trudgeon
66 C: Resolution Approving the Roseville Police Department's Commitment to Diversity staffing program
67 D: Commitment to Diversity- Implementation Process

Commitment to Diversity

Attachment A

Current Operations

- 4 part-time Community Service/Cadet Officers
 - 2013 - 2019 CSO hiring process require a 2nd language (Somali, Thai, Karen, Hmong, or Spanish) or experience in living or working with communities of color
 - Most common second languages in Roseville School District
 - 4th CSO funded in 2016 with budget cuts within police department
 - Cadet position established in 2017- CSO with 2nd language skills or living/working with minority community background- retention of employees
- 2018- Two part-time, summer Community Liaisons- originally funded with existing PD funds, City funded in 2019
- Rich history of hiring Community Service Officers (CSO) as RPD officers

Future Considerations

- No expected police officer openings until 2021
- All current and future CSOs are expected to be minorities in law enforcement
 - Existed since 2013
- Current RPD CSOs, Cadets and Reserve officers considered- merit based
- Temporary increase to authorized strength of police officers (48)
 - Two additional police officers (50)
 - Representatives of communities that are minorities in law enforcement
- Patrol officers- most visible city staff in the community
- Implementation need in the summer of 2019
- ~\$79,300 cost to city per officer
- ~\$2,500 cost per officer absorbed by current PD budget/donation/grants
- Potential reduction based on attrition
- Flexibility 48-50 in order to further commitment to diversity
 - Funded each year and excess returned to General Fund
- See Attachment B

MEMORANDUM

Attachment B



DATE: February 5, 2019

TO: City Manager Pat Trudgeon

FROM: Chief Rick Mathwig

SUBJECT: Commitment to Increased Diversity by temporarily increasing the authorized strength of Police Officers- Updated Memorandum

For many years, the Police Department has taken proactive measures in order to increase the diversity of our staff, especially with the police officers. Our most intensive efforts have focused on Community Service Officers (CSO). We hire CSOs with the intention they will become Roseville police officers in the future. A mandate in our CSO hiring processes for many years has given priority to candidates who speak a second language common in the homes of Roseville Area School children, and/or have experience in living or working in a diverse community. Our most recent cadre of CSOs in the past few years speaks volumes of our commitment to adding diversity in the Police Department: Ku Tee, Ruben Cortes, Talia Kindom, Toua Vang, Isaiah Walker and Lorenzo Lamb. The top two candidates in the current CSO hiring process are minorities in law enforcement as well.

As you know, the Police Department utilized current budget funds to launch a new Community Liaison program to add value to our community engagements and diversity. This new program brought us Katie Saint and Tam La Hu Ya who spent the entire summer connecting with Roseville's diverse community through intentional and unintentional outreach engagements. We are very grateful the value of this program has been recognized as it has been added to the City's 2019 budget.

All of the CSOs and Community Liaisons mentioned above are considered minorities in law enforcement and have brought their talents to the Roseville Police Department, providing a great value to the City of Roseville while they continue their law enforcement education and begin searching for full-time employment in the profession.

Our Roseville Police Reserve Officer and Explorer programs are additional recruiting tools that have enhanced our commitment to diversity for years.

With only an authorized strength of 48 police officers, who routinely spend decades working at the Roseville Police Department, we do not experience routine vacancies. This can cause us to lose CSOs and Reserves ready for hire as police officers to other law enforcement agencies. Recently, we lost a great CSO, and minority in law enforcement, to the New Brighton Department of Public Safety because we did not have a police officer opening.

The recent addition of the full-time Cadet position available to Roseville CSOs as a stepping stone is another commendable effort by the City to retain quality employees. However, at this time, only one Cadet position is authorized in the budget limiting the retention of multiple, quality CSOs we anticipate will be ready for hire as police officers by the summer of this year. We expect both CSOs Walker and Vang will be POST eligible for hire by this time. CSO Kindom is expected to be POST eligible by late summer of 2020. I foresee this will be a

50 continuing problem in the future. Another concern I have is the Cadet position is not a sworn officer position.
51 The Cadet has not realized his or her ultimate goal of becoming a police officer and will continue to apply at
52 other departments for a police officer position. There is a well-known police officer shortage throughout the
53 state and country, particularly in minority candidates. Outside departments have recruited, and will continue
54 to recruit Roseville's well trained Cadets, CSOs and Reserve Officers.
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56 Late in 2018, I discussed this issue with a neighboring police chief who said his department received
57 authorization to temporarily raise their police officer level by two officers based on their participation in the
58 Pathways to Policing program. This way they are poised to offer a police officer job to Pathways to Policing
59 candidates, ready for a police officer job, when their authorized strength is at its maximum. Their new police
60 officer number would be reduced by natural attrition to its budget authorized level.
61

62 I believe our multi-pronged approach to diversifying the department through the CSO and Community Liaison
63 programs, the Cadet position, Reserve Officer and Explorer programs, tuition reimbursement programs; along
64 with the Roseville Police Foundation's SKILLS scholarship program sets us up better than participating in the
65 current Pathways to Policing program. Temporarily exceeding our authorized limit of police officers by two
66 positions would greatly advance Roseville's commitment to diversity in the Police Department, further aligning
67 with its commitment to the Government Alliance on Racial Equity (GARE).
68

69 If granted, and in this order, we would offer up to two additional police officer positions to current Roseville
70 Police Department Cadets, CSOs and Reserve Officers, who are minorities in law enforcement, and have
71 completed all of their prerequisite law enforcement training, to include SKILLS. The department would utilize
72 natural attrition to return to the authorized strength (48) if no candidates are available.
73

74 If granted, I expect to offer one police officer position in August of 2019 (48 to 49 officers) and a second in the
75 summer of 2020 (49 to 50 officers) if situations remain as predicted.
76

77 The new officers would be assigned to the Patrol Division as this division has the most visible day-to-day
78 contact with our community.
79

80 The program would require Council support in order to receive annual funding. At this time, I am proposing
81 the Council's authorized levy will fund the salary, benefits, uniforms, and equipment listed below. I expect the
82 Police Department's existing budget, forfeiture accounts, along with grants and donations would initially cover
83 the costs listed in the second chart as our commitment to fully fund the positions.
84

85 Costs per officer potentially funded by the levy in 2018 costs:

87 Personnel (salary and benefits)	\$74,500
88 Uniform (includes vest)	\$3,200
89 Training	\$1,000
90 Cell Phone	\$600
91 Total (per officer in 2018)	\$79,300

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98 Costs per officer potentially funded by PD's existing budget, forfeiture, grants and donations in 2018 costs:

99 Body worn camera	\$1,400
CIT training	\$600
Handgun	\$500

Misc. minor equipment	tbd
Total (per officer in 2018)	\$2,500

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Please consider granting this request to enhance the Roseville Police Department's commitment to diversity as strive to do our part to better reflect the community we serve, furthering the City's GARE mission to achieve racial equity and advance opportunity for all.

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**EXTRACT OF MINUTES OF MEETING OF THE
CITY COUNCIL OF THE CITY OF ROSEVILLE**

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Roseville, County of Ramsey, Minnesota, was held on the 11th day of February, 2019 at 6:00 p.m.

The following members were present:

and the following were absent:

Councilmember _____ introduced the following resolution and moved its adoption:

RESOLUTION _____

**RESOLUTION AUTHORIZING THE ROSEVILLE POLICE DEPARTMENT’S
COMMITMENT TO DIVERSITY STAFFING PROGRAM**

WHEREAS, the City of Roseville has Community Service Officers (CSOs), cadet, and reserve officer positions in the Roseville Police Department; and

WHEREAS, since 2013, the City has only hired Community Services Officers (CSOs) that are considered minorities in law enforcement; and

WEHREAS, the City of Roseville often hires CSOs, Cadets and reserve offices as officers once they complete all the necessary training to become a police officer dependent on vacancies within the department; and

WHEREAS, the City of Roseville strives to employee minorities in law enforcement through a merit-based system; and

WHERAS, occasionally Roseville’s CSOs, Cadets and reserve officers are eligible to become a police officer and cannot be employed by Roseville due to the lack of vacancies within the Police Department; and

WHEREAS, the Roseville Police Department does not anticipate any vacant police officer positions until 2021; and

WHERAS, there are current CSOs, Cadets and reserve officers that are eligible to become police officers in August of 2019

NOW, THEREFORE, BE IT RESOLVED by the City Council (the “Council”) of the City of Roseville, Minnesota (the ‘City’), that the City Council authorizes the creation of the Commitment to Diversity staffing program to retain eligible and qualified CSOs, Cadets and reserve officers employed by the City of Roseville as described on Attachment A of this resolution.

51 The motion for the adoption of the foregoing resolution was duly seconded by
52 _____, and upon vote taken thereon, the following voted in favor
53 thereof:
54
55 the following voted against the same: _____, and the following abstained: _____.
56 WHEREUPON said resolution was declared duly passed and adopted.

Resolution – Authorizing The Roseville Police Department's Commitment to Diversity Program

STATE OF MINNESOTA)
)
COUNTY OF RAMSEY)

I, the undersigned, being the duly qualified City Manager of the City of Roseville, County of Ramsey, State of Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a regular meeting of said City Council held on February 11 with the original thereof on file in my office.

WITNESS MY HAND officially as such Manager this 11th day of February January, 2019.

Patrick Trudgeon, City Manager

(Seal)

MEMORANDUM

Attachment A to
Resolution



DATE: February 4, 2019

TO: City Manager Patrick Trudgeon

FROM: Chief Rick Mathwig

SUBJECT: Commitment to Diversity- Implementation Process

This memorandum describes the process to annually fill two police officer positions if granted by the Roseville City Council as a commitment to diversity in the Roseville Police Department.

The process is merit based and applies to active Roseville Police Department Cadets, Community Service Officers (CSO) and Reserve officers in good standing who have completed all of their statutory mandated training, to include SKILLS training.

The program will be delivered under the following guidelines:

- Candidates to be considered will be current RPD CSOs, Cadets and Reserve officers in that order of preference
- Candidates will be representatives of communities that are considered minorities in law enforcement
- All candidates will be hired through a process certified by the Roseville Police Civil Service Commission
- Successful candidates must still pass a background check, along with mandatory psychological and medical exams before they are hired as police officers
- Officers hired under this process will be trained under the existing Field Training Officer program
- Upon completion of initial training, the officers will be assigned to the Uniformed Patrol Division as it is the most visible part of the city in the community
- A flexible authorized level of 48-50 police officers is requested in order to further the commitment to diversity
- The authorized level reduction to 48 is attained through natural attrition if no qualified candidates are available
- These positions will be funded on an as-needed basis either through the annual budget or available funds in the department if need occurs during the year.