



**AGENDA
CITY OF HARRISONVILLE
BOARD OF ALDERMEN
SPECIAL MEETING
CITY HALL
JULY 5, 2018
7:00 PM**

- 1. Call to Order & Pledge of Allegiance**
- 2. Roll Call**
- 3. Ceremonial Matters**
- 4. Public Participation**
- 5. Approval of Minutes**
- 6. Agenda Items**
 - A. Council Bill 47: A Resolution of the Board of Aldermen to Amend Level 6 of the Pay Scale Compensation Structure by amending the title of Police Officer II to the title of Corporal, and Establishing an Effective Date**
- 7. Aldermen and Committee Reports**
- 8. Report from the City Administrator**
- 9. Report from the Mayor**
- 10. Adjourn From Regular Session**

Posted on City Hall Bulletin Board this 3rd day of July 2018

Randall K. Jones, City Clerk



STAFF REPORT

TO: Board of Aldermen
FROM: Happy Welch, City Administrator
DATE: July 3, 2018
SUBJECT: Corporal Designation

Type of Item: *Approval*

The Harrisonville Police Department currently operates with four patrol shifts, two day shifts and two-night shifts, that alternate working and off time. Each of the four shifts is assigned a Sergeant and Officer In Charge (OIC) for Supervision. The OIC position is a patrol officer that steps up in the absence of the Sergeant and is only compensated in the absence of the Patrol Sergeant. The OIC position is a permanently predetermined position that goes through a promotional process of such as there is an increase in pay attached to the position. The OIC position isn't always the senior officer on the shift.

In this absence the OIC is compensated at a rate 4% higher than their regular patrol officer pay for those hours only. According to the Human Resources Department this practice is an expense of approximately \$17,000 annually to the City. Currently the OIC position falls under the Police Officer I category and is a Level 5 position within the City of Harrisonville rate structure.

We would like to create a Corporal position that would be a permanent supervisor position under the Patrol Sergeant and would give staff another line of Supervision and guidance. Creating this new supervisory position will also give younger officers more opportunity for promotion which should help greatly with morale as well as retention of employees.

We propose that the new corporal's position be equal to a Police Officer II (Detective) position in the Level 6 category of the City's rate structure. We anticipate the four patrol officers that would be promoted to the Corporal position will receive monetary increases of 4% or be brought up to the level 6 minimum. The Corporal's position will require a minimum of two year's law enforcement experience to be qualified for the position. The estimated cost to the City to begin the Corporal position will be \$3,720.70 to \$10,215.02 annually. More than likely the cost for implementing the Corporal's position will be in the \$9000.00 per year range for an annual savings of over \$8,000 from the current OIC practice.

As with the current OIC and Sergeant's positions, the Corporal and Sergeants positions will follow the same guidelines and that both cannot use annual leave at the same time. One must be available to work as scheduled.

If approved, we would like to start this as soon as possible.

Council Bill No. 47

Resolution No.

A Resolution of the Board of Aldermen to Amend Level 6 of the Pay Scale Compensation Structure by amending the title of Police Officer II to the title of Corporal, and Establishing an Effective Date

WHEREAS, the City of Harrisonville (“City”) has an established a Pay Scale Compensation Structure that includes job titles at certain pay ranges;

WHEREAS, Police Officer II is listed at Level 6 along with other positions in the City;

WHEREAS, the City will replace Police Officer II with the rank of Corporal;

WHEREAS, the permanent Corporal position will replace the temporary Officer In Charge designation currently used as a temporary promotion when the shift sergeant is on leave;

WHEREAS, the Corporal will take over supervisory duties when the shift Sergeant is not on patrol;

WHEREAS, the Corporal position is will provide additional supervisory responsibility for the department and afford an opportunity for officer advancement;

WHEREAS, the Public Safety Committee reviewed the proposed police rank and recommend the Board of Aldermen approval;

WHEREAS, the Board of Alderman upon review of the proposed amendment to the Pay Scale Compensation Structure believe it to be in the best interest to the City of Harrisonville;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF ALDERMEN OF THE CITY OF HARRISONVILLE, MISSOURI, AS FOLLOWS:

Section 1: That the Harrisonville Board of Aldermen approves the amendment to the Pay Scale Compensation Structure by amending the title of Police Officer II to the title of Corporal at the established rate of Level 6.

Section 2: That this resolution shall become in effect immediately for the City of Harrisonville.

PASSED AND RESOLVED by the Board of Aldermen and **APPROVED** by the Mayor of the City of Harrisonville, Missouri, this 5th day of July 2018.

Brian Hasek, Mayor and Ex-Officio

Chairman of the Board of Aldermen

ATTEST:

Randall K. Jones, City Clerk

WITNESS my hand and seal this date July 5, 2018.

Updated 12/16/15

Title	Annual Pay			Hourly Rate		
	Minimum	Midpoint	Maximum	Min	Mid	Max
Level 13						
City Administrator	\$91,014	\$113,768	\$136,522	\$43.76	\$54.70	\$65.64
Level 12						
Finance Director/Assistant City Administrator	\$75,814	\$94,768	\$113,722	\$36.45	\$45.56	\$54.67
Level 11						
City Engineer	\$71,658	\$89,573	\$107,488	\$34.45	\$43.06	\$51.68
Director of Electric Utility						
Director of Emergency Services						
Director of Public Works						
Police Chief						
Level 10						
Community Development Director	\$65,094	\$81,368	\$97,642	\$31.30	\$39.12	\$46.94
IT Director						
Director of Parks and Recreation						
Level 9						
Police Lieutenant	\$59,238	\$74,048	\$88,858	\$28.48	\$35.60	\$42.72
Electric Line Supervisor						
Level 8						
Deputy Fire Chief	\$53,798	\$67,248	\$80,698	\$25.86	\$32.33	\$38.80
Journeyman Lineman						
Street Superintendent						
Level 7						
Building Official	\$48,158	\$60,198	\$72,238	\$23.15	\$28.94	\$34.73
City Clerk/HR						
EMS Captain (Full Time Hourly Rate Adjusted for 2,756 regular hrs & 164 hrs OT)				\$16.04	\$20.05	\$24.06
Information Technology Specialist						
Police Sergeant (Full & Part Time Hourly Rate Adjusted for 2210 regular hours)				\$21.79	\$27.24	\$32.69
Tree Trimming Supervisor						
Assistant Parks & Recreation Director						
Level 6						
Airport Manager	\$43,134	\$53,918	\$64,702	\$20.74	\$25.92	\$31.11
Assistant Public Works Director						
Chief Water Plant Operator						
Chief Wastewater Plant Operator						
Public Information Officer/Deputy City Clerk						
Economic Development Manager						
Human Resource Specialist						
Maintenance Supervisor						
Municipal Court Administrator						
Park Supervisor						
Police Officer II/Detective (Full & Part Time Hourly Rate Adjusted for 2210 regular hours)				\$19.52	\$24.40	\$29.28
Street Supervisor						
W/S Maintenance Supervisor						
Level 5						
Apprentice Lineman	\$38,670	\$48,338	\$58,006	\$18.59	\$23.24	\$27.89
Business Office Manager						
Codes Compliance Officer/Building Inspector I						
Engineering Tech						
Executive Secretary						
Firefighting Paramedic (Full Time Hourly Rate Adjusted For 2,756 Regular Hrs & 164 hrs of OT)				\$12.88	\$16.10	\$19.32
GIS Technician/Planner II						
Plant Operator III (A & B License Holders)						
Police Officer I (Full & Part Time Hourly Rate Adjusted for 2210 regular hours)				\$17.50	\$21.87	\$26.25
Recreation/Aquatics/Program/Fitness Supervisor						

Attachment: Pay Scale-Line Change (Corporal Designation)

CITY OF HARRISONVILLE, MISSOURI JOB DESCRIPTION

Job Title: Corporal
Department: Police
Reports to: Patrol Sergeant

FLSA Status: Non-exempt

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SUMMARY

To know and enforce Federal, State and Municipal law and maintain peace in the community. Supervise the patrolmen on shift when sergeant is not on duty.

RESPONSIBILITIES

1. **PATROL THE CITY** - Perform business and residence checks to include neighborhoods, schools, parks, recreation centers and business districts. To conduct traffic enforcement in all areas of the city as well as respond to all 911 and non-emergency calls as dispatched by the Communications Division. To maintain high visibility and prevent crime to the maximum extent possible.

Performance is acceptable when:

- a. Citizens see patrol car and recognize that police are present in the city.
- b. Building checks are completed as assigned.
- c. Traffic laws are enforced to ensure the safety of the all citizens.

2. **ESTABLISH AND MAINTAIN COMMUNICATION** - Establish and maintain communications with fellow officers, patrons and perpetrators.

Performance is acceptable when:

- a. Communications with a wide variety of personnel contributes to the solution to on-going situations.
- b. Oral and written information is carefully and accurately developed and provides reliable information.

3. **SUPERVISE ON-DUTY POLICE PATROL PERSONNEL** - Will be in charge in the absence of the Shift Sergeant. Receive directions from Shift Sergeant and see that directions/assignments are passed on to patrol and completed.

Performance is acceptable when:

- a. Calls are responded to with minimum possible delay indicating that coverage is appropriate.
- b. Self-initiated activity is conducted, i.e traffic enforcement, business and residential checks, etc are conducted to ensure the safety of citizens.
- c. On-duty officers are aware of their assignments and can reach the corporal for assistance and information.

4. **CONDUCT INVESTIGATIONS** - Conduct investigations at crime scene and preserve evidence in a useable condition.

Attachment: Corporal 2018 (Corporal Designation)

CITY OF HARRISONVILLE, MISSOURI JOB DESCRIPTION

Job Title: Corporal
Department: Police
Reports to: Patrol Sergeant

FLSA Status: Non-exempt

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Performance is acceptable when:

- a. Investigations are conducted within procedures to develop evidence useable in court.
 - b. Preserve evidence and crime scenes in accordance to departmental policy.
5. The incumbent has the fundamental duty to:
- (a) maintain acceptable standards of office conduct
 - (b) come to work within defined work hours
 - (c) handle stress and
 - (d) maintain acceptable working relationships.

The responsibilities described above represent the primary responsibilities of the job. Other responsibilities may be assigned by the Sergeant and/or Patrol Lieutenant as warranted. The incumbent is expected to do all assigned responsibilities.

KNOWLEDGE/SKILLS/LICENSURE/CERTIFICATION

High school diploma or GED required. Missouri P.O.S.T. certification required. Comprehensive knowledge of police procedures and techniques. Ability to work calmly in tense situations and convey this sense to departmental personnel required. Ability to operate an emergency equipped vehicle in a safe manner required. Ability to qualify above 70% with departmental weapons required. Valid Missouri operator's license required. Ability to use computer and appropriate software required.

Good interviewing/interrogation skills; ability to establish rapport with victims and criminals; ability to work well with persons of all ages; good communications skills; good public speaking skills; trailing and recording of data; must have basic computer skills required.

EXPERIENCE:

Two years police experience required.

TOOLS & EQUIPMENT

Computer, hand gun, shot gun, rifle, baton, taser, mace, patrol car, radio, breathalyzer

ROUTINE CONTACTS

The public, criminals, other law enforcement officials, court officers, co-workers, city officials.

CITY OF HARRISONVILLE, MISSOURI JOB DESCRIPTION

Job Title: Patrol Corporal
Department: Police
Reports to: Patrol Sergeant

FLSA Status: Non-exempt

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RESIDENCY

Not required.

PHYSICAL AND MENTAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Requirements and Working Conditions

Must maintain physical standards, including mobility and physical strength and stamina to respond to emergency situations and apprehend suspects, lift and push or pull individuals or objects weighing up to 100 pounds; Typically performs duties on foot, from a motor vehicle or motorcycle; ability to work in a standard office setting and to operate a motor vehicle; regular desk duties include writing reports, accessing computer information from computer terminals; frequent and extensive walking, standing and occasional running is necessary; occasional heavy lifting and pushing is required; extensive periods of sitting may be necessary; ability to physically subdue and restrain an individual is occasionally required; this position requires performance of duties in adverse weather, day and night; vision to maintain firearms qualification, to read printed materials and a computer screen, discern colors and work in a night setting; and hearing and speech to communicate in person, before groups and over the telephone and radio. Works inside and outside. Must be willing to work over time, extended shifts, evening, night, weekend, and holiday shifts. May be called back in emergency situations and work with exposure to difficult circumstances, including exposure to dangerous situations, hazardous situations and all-weather conditions.

Mental Demands

Regular exposure to life-threatening and emotionally stressful situations is possible; regular contact is made with the public; frequent contact with community and school groups to inform and educate on crime prevention activities is necessary; occasional contact with government officials, including Judges and lawyers, is necessary to serve as a witness or in conjunction with arrests and citations. Contacts may require considerable tact, diplomacy and discretion.

Attachment: Corporal 2018 (Corporal Designation)

**CITY OF HARRISONVILLE, MISSOURI
JOB DESCRIPTION**

Job Title: Patrol Corporal
Department: Police
Reports to: Patrol Sergeant

FLSA Status: Non-exempt

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REQUIRED SIGNATURES/APPROVALS

City Administrator

Date

Adopted 7/4/18

Attachment: Corporal 2018 (Corporal Designation)