



**NOTICE AND AGENDA OF A
WORK SESSION
Idaho Springs City Council
1711 Miner Street
April 11, 2022
6:30 p.m.**

❖ **Police Department Update**

**IN-PERSON AND REMOTE MEETING PUBLIC ATTENDANCE AND PARTICIPATION
INSTRUCTIONS**

The Public is able to view and hear this meeting remotely at the following address on the City's website:

<https://www.colorado.gov/pacific/idahosprings/city-council-live>



IDAHO SPRINGS POLICE DEPARTMENT

3000 Colorado Blvd. Box 907 Idaho Springs, CO. 80452

Office 303-567-4291 /Fax 303-567-1014

www.idahospringsco.com

To: Mayor Chuck Harmon
Idaho Springs City Council
From: Nathan Buseck, Chief of Police
Date: 04/11/2022
Subject: Updated Department restructure proposal

I was appointed as Chief on April 5th, 2021 and have had the opportunity to evaluate current employee capabilities, staffing levels, and the command structure of the Idaho Springs Police Department over the last 10 months. Currently, ISPD has the following positions funded within the 2022 budget: Chief, one Lieutenant, two Corporals, five patrol officer positions, and three civilians. The current structure for sworn officer positions is four supervisors and five line-level patrol positions.

ISPD Restructure Proposal

After an ISPD Lieutenant retired approximately seven months ago, I have had the opportunity to task the current Corporals with taking on more supervisory tasks within the agency (and not fill the vacant lieutenant position). This has given me the opportunity to evaluate the two Corporals regarding their supervisory abilities. The two Corporals have both performed admirably and both have shown they are capable first line supervisors. Both have attended various leadership training classes, have been Field Training Officers, and both have over five years of law enforcement experience (a typical standard for a first line law enforcement supervisor). My interactions with both Corporals indicate they are open to maintaining their current supervisory roles and responsibilities within the department.

The vacant lieutenant position is estimated to cost the City approximately \$75,000.00 annually in payroll (if it were filled). The current starting salary for a new patrol officer is \$60,000.00.

After careful consideration, including consulting with the two Corporals and the employees within ISPD, I am recommending ISPD does not fill the lieutenant vacancy and change the position to a patrol officer position. The immediate cost savings (budgeted annually) would be approximately \$15,000.00 and the bigger impact for the agency and community is an additional patrol officer can be hired.

ISPD hired one individual on Monday April 4th, 2022, who is already POST certified, but has no prior law enforcement experience. This new officer will begin the Field Training Program, which takes approximately fourteen weeks to complete. Also, pending the conclusion of a background investigation, a non-certified individual will likely be hired and sent to a law enforcement academy that will begin in June. ISPD continues to work on other background investigations for individuals that tested with ISPD on February 25th, 2022 and we are optimistic we may find another certified officer to fill a third officer vacancy if council approves the organizational restructure recommendation.

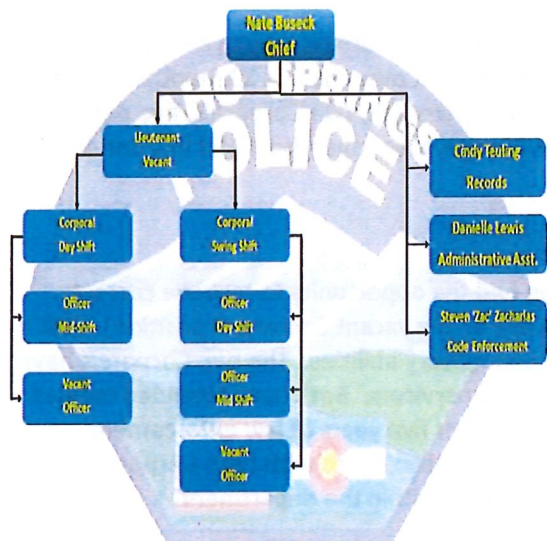
I recommend ISPD re-classify the Corporal title to a Sergeant job position. Typically a Corporal is a title that is reserved for an officer who holds rank just below a Sergeant. A Corporal normally fills in for a Sergeant who is absent or unavailable during a shift. The reclassification to Sergeant will not include a pay increase as this was already done during the 2022 budget cycle (both Corporals received significant pay increases to reflect increased supervisory duties). This change will be done in title and will be reflected in the first line supervisory duties listed within the updated job description (updated job description attached). The updated job description will be presented to council for formal approval via Resolution at the April 25th, 2022 council meeting.

Further clarification regarding the Sergeants and the expectations include:

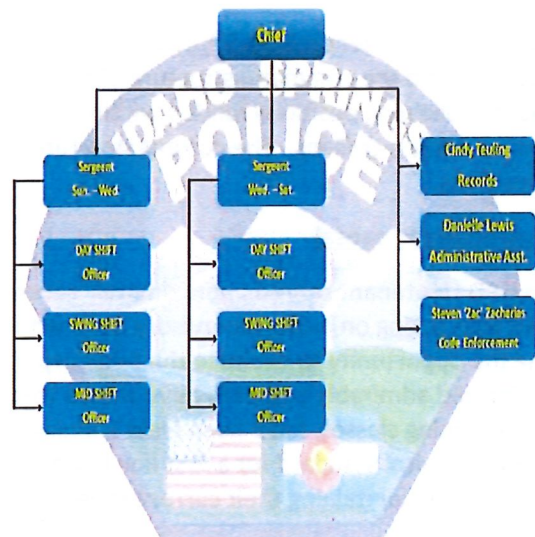
- 1.) Each Sergeant will supervise patrol operations one-half of the work week: Sunday – Wednesday or Wednesday – Saturday.
- 2.) Sergeants will supervise three officers on each end of the work week (day shift, swing shift, mid shift). This includes monthly documentation logs and inspections related to officer performance.
- 3.) Sergeants will have other duties as assigned: ensuring officers attend training, reviewing reports/investigations, mentoring/coaching officers, on-call status during their work week, performing audits of BWC and officer activities, community related projects, etc.
- 4.) Sergeants will be trained in Chief responsibilities and either one can be assigned as Acting Chief in the event the Chief is absent.

The proposal makes logical sense with respect to the size of the agency, the capabilities of our current employees and brings another, much needed, line-level patrol position to the department without increasing the overall budget.

Current Structure



Proposed Structure



ISPD Computer Aided Dispatch Upgrade: E-Force Contract (Action Item for Council Meeting, 4/11/22)

ISPD has had two officer vacancies since 2022 began. The two unfilled officer vacancies have resulted in approximately \$30,000.00 in unpaid salaries within the ISPD budget as of April, 2022. I am proposing that council approve a contract with E-Force to purchase the in-car mobile computer aided dispatch system. This system provides officers direct access to call details, mobile mapping, and electronic citations. The mobile mapping system allows ISPD officers, CCSO deputies, and dispatchers to all see each other's locations in real-time; which enhances overall officer safety. The system creates efficiencies in complying with Senate Bill 217 information that is now required to be collected when officers have investigative encounters with the public. There is a one-time fee of \$19,945.00 with an annual support fee of \$2,991.75, which begins in year two of the contract (and will be part of future budgeting). Ultimately, the bottom line budget for ISPD will remain under budget due to the cost of this contract being absorbed by the unpaid salaries. This system is already being used by the Clear Creek County S.O., the Empire Police Department and the Georgetown Police Department.

City of Idaho Springs

Position Description – Police Sergeant

Police Sergeant

Purpose:

Under general direction of the Chief of Police, supervises and performs tasks related to oversight and implementation of patrol, traffic, and investigatory activities as a first line supervisor. Ensures employees are following/adhering to policy, provides leadership, mentoring/coaching, investigates complaints, provides oversight during major incidents, ensures employees attend training, and properly document/address employee performance.

Duties, Functions and Responsibilities:

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

1. Reviews current workload; develops work schedules and schedules time off.
2. Ensures compliance with departmental policy and procedure.
3. Reviews and evaluates data on operations and recommends, designs, and/or changes.
4. Investigates complaints regarding subordinate conduct or methods of investigation.
5. Supervises and coordinates the activities of police officers. Assists and instructs officers in problem resolution.
6. Reviews written reports, affidavits and ancillary documents related to patrol and investigative activities.
7. Receives, prepares, and transmits communications, instructions, and policy.
8. Responds to or investigate serious crimes or emergencies. Controls and coordinates activities of sworn personnel. Directs and instructs special details.
9. Assumes responsibility for departmental operations during extended absences of the Chief.
10. Prepares evidence. Testifies in court.
11. Develops operating procedures.
12. Coordinates section training activities.
13. Assists in development of departmental and section budget.
14. Other duties as assigned by the Chief of Police.

Responsibilities - Supervisor and/or Leadership Exercised:

Responsible for the full range of supervisory activities including selection, training, evaluation, counseling, and recommendation for discipline.

Knowledge, Skills, and Abilities:

Must possess required knowledge, skills, abilities, and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Knowledge of criminal law, investigation, statutes, ordinances, and crime prevention methods.

Knowledge of departmental policies, procedures, rules and regulations and FCC rules and regulations regarding radio communication.

Knowledge of safety practices in the use of firearms.

Knowledge of geography and locations in the city.

Knowledge of rules of evidence and laws governing custody of persons.

Knowledge of capabilities and limitations of operating units in the department.

Knowledge of police record keeping procedures.

Knowledge of criminal identification methods.

Knowledge of modern management principles and practices.

City of Idaho Springs

Position Description – Police Sergeant

Knowledge of methods of deploying officers in actual or anticipated emergencies.
Knowledge of causes and prevention methods of crime committed by juveniles.
Knowledge of community policing practices.
Knowledge of data entry and retrieval procedures.
Knowledge of developing and implementing long or short term plans.
Knowledge of legal procedure in filing and presenting charges in court.
Knowledge of and skill in supervisory, managerial techniques, and principles.
Knowledge of purchasing, personnel, financial, payroll and other administrative procedures and practices.
Knowledge of vehicle and equipment use and principles.
Knowledge of principles of supervision and the methods associated with operations management.
Knowledge of federal grants administration including applications and monitoring requirements.
Knowledge of program evaluation techniques including cost impact.
Knowledge of fiscal planning and budget preparation.
Skill in the care and use of firearms.
Skill in analyzing and interpreting criminal evidence.
Skill in oral and written communications.
Skill in handling multiple tasks and prioritizing.
Skill in using computers and related software applications.
Skill in data analysis and problem solving.
Skill in operating motorized vehicles.
Skill in operation of two-way radio equipment.
Ability to apply knowledge of criminal law, investigation, and crime prevention techniques.
Ability to quickly recognize and analyze irregular events.
Ability to administer first aid and CPR.
Ability to operate vehicle under emergency conditions.
Ability to write legibly and to read.
Ability to train others.
Ability to establish and maintain effective communication and working relationships with city employees and the public.

Minimum Qualifications:

Education and/or Equivalent Experience:

Five (5) continuous years of service as a law enforcement officer with a Colorado POST certified law enforcement agency. This experience may be substituted for time and grade in a similarly sized or larger agency with an agency with reciprocity with Colorado and the party has secured a Colorado POST certificate as a peace officer.

Licenses and Certifications Required:

Colorado Driver's License

Certified Peace Officer – Colorado Police Officer Standards and Training or eligible for a provisional certification.

Signature

Date



168 N. Gateway Drive, Providence, UT 84332

Idaho Springs Police Department

QUOTE

Date: 04/07/2022

To: Nathan Buseck

PO Box 907
Idaho Springs, CO 80452

Summary

Total: \$19,945.00

Quantity	Product
1	Windows Mobile Implementation Includes several services necessary for contract fulfillment.
10	Windows Mobile Module Package Windows Mobile Module Package contains a Silent Dispatch User, CAD View User, AVL User with mapping, and eCitations User for the eFORCE Windows Mobile application. Includes: reports, rolodex, tracking vehicle or person location with Windows device.
\$19,945.00	

Total \$19,945.00

2nd Year Forward: Annual License and Support Fee Base Annual License and Support Fees for year 2. Years 3+ will be based year 2 fees + a 3% annual increase.	\$2,991.75

Terms and Conditions

Acceptance of this Quote ("Acceptance") is indicated by any or all of the following actions: Customer signature on Quote, Customer issuance of purchase order for Licensed Product(s) or custom deliverable(s) ("Quoted Deliverables"), written promise to pay transmitted via email and duly acknowledged, or payment for Quoted Deliverables.



168 N. Gateway Drive, Providence, UT 84332

The Agreement previously executed between Customer and Intellichoice governs this Quote which acts to amend the Agreement with the Acceptance of the Quote. The Quote becomes a part of Schedule 1 of the Agreement and attached thereto and made a part thereof by this reference.

If the quoted Licensed Product *type* or custom deliverable are listed on Schedule 1 of the existing Agreement, then the Annual License and Support Fees for Subsequent Years adopt the Renewal Date set forth in the Agreement. If the Quoted Deliverables are not on Schedule 1 of the existing Agreement, then the Quote date is made the Effective Date for the Quoted Deliverables herein and generates a new Renewal Date for the associated Annual License and Support Fees for the Quoted Deliverables as defined in the Agreement.

Accepted By: _____ Date: _____