



# Council Agenda Report

**From:** Ty Lewis, Police Lieutenant

**Subject:** Temporary Appointment of Retired Annuitant Community Services Officer

**Date:** April 4, 2017

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## **Facts**

1. The Police Department has extended two Community Service Officer (CSO) job offers.
2. The Department intended to stagger the starting date of the two CSOs; that option proved less than optimal, however, and they both will begin employment the week of April 16, 2017.
3. CSO positions require specialized on-the-job training, typically delivered through an experienced trainer familiar with the position's unique demands.
4. The Department currently has one full-time CSO with the experience and necessary capabilities to provide the on-the-job training. However, one full-time CSO cannot train both new CSOs at the same time.
5. The Department has the ability to use an experienced retired annuitant to fulfill temporary training needs of our second new CSO. The temporary position is not expected to exceed 60 days.
6. Robert Yarnall worked for the City as a CSO, until his retirement in December 2013. Mr. Yarnall has previously contracted with the City to provide similar training to newly hired CSOs.
7. Because Mr. Yarnall has already retired, his temporary employment will have no impact on our CalPERS liabilities or rates.
8. Resolution 16-085, by which the City Council adopted the budget, approved the number of budgeted positions. In order to bring Mr. Yarnall on board, it is necessary that the City Council approve an increase in the number of budgeted CSO positions by 0.2 (rounded).

## **Options**

1. Take no action.
2. Increase budgeted CSO positions by 0.2.
3. Provide alternative direction.

## **Analysis and Conclusions**

An experienced and suitable candidate has been identified to act as a temporary Community Service Officer and, pending a few additional pre-employment steps, is available to begin work the week of April 16, 2016. The addition of this temporary position is critical in the execution of the staffing and near-term operational framework in place for the Police Department.

## **Fiscal Impact**

The approved Police Department budget has the funds to fill this temporary Community Service Officer position. No additional funds are requested.

## **Recommendation**

Approve a 0.2 full-time equivalent increase in budgeted Community Service Officer (CSO) positions.

## **Attachments**

None.