



Agenda Report

Fullerton City Council

MEETING DATE: JUNE 15, 2021

TO: CITY COUNCIL / SUCCESSOR AGENCY

SUBMITTED BY: STEVE DANLEY, ACTING CITY MANAGER

PREPARED BY: LAURA GIANNETTI-MERCER, HUMAN RESOURCES
MANAGER II

SUBJECT: CLASSIFICATION PLAN UPDATE RELATING TO THE
POSITIONS OF POLICE RECORDS CLERK AND POLICE
RECORDS SPECIALIST AND FULLERTON POLICE
OFFICERS' ASSOCIATION-DISPATCHER SALARY
SCHEDULE CORRECTION

SUMMARY

Proposed amendment to the City of Fullerton personnel classification plan to revise the Police Records Clerk and Police Records Specialist class specification to eliminate any matron-related duties. Also, a correction to the Fullerton Police Officers' Association-Dispatcher (FPOA-D) salary schedule due to a clerical error.

RECOMMENDATION

1. Adopt Resolution No. 2021-XX

RESOLUTION NO. 2021-XX – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FULLERTON, CALIFORNIA, REVISING CERTAIN CLASS SPECIFICATIONS IN THE PERSONNEL CLASSIFICATION PLAN AND AMENDING APPENDIX A OF RESOLUTION NO. 2015-60 (FULLERTON POLICE OFFICERS' ASSOCIATION-DISPATCHER)

PRIORITY POLICY STATEMENT

This item matches the following Priority Policy Statements:

- Fiscal and Organizational Stability.

FISCAL IMPACT

There is no fiscal impact.

DISCUSSION

Police Records Clerk and Police Records Specialist

The Fullerton Police Department (FPD) operated its own Type 1 correctional facility until July 2019. As the FPD facility housed female inmates, a female staffer had to search female prisoners subject to a strip or physical body cavity search in order to remain in compliance with Penal Code §4030 (k)(1). A female police officer or female jailer performed this duty when available. In their absence, female Police Records Division personnel performed this task, referred to as Matron duty. This included all Police Records Clerks, Police Records Specialists, Police Records Shift Leaders and Police Records Supervisors assigned to the Police Records Division. In accordance with the Penal Code, incumbents performing Matron duty had to be the same gender as the inmate. With the exception of Police Records Supervisor, incumbents required to perform as Matrons received an additional five percent of base pay in accordance with the Memorandum of Agreement between the City and the Fullerton Municipal Employee Federation. A Police Records Supervisor did not receive any additional pay for performing matron duties.

Due to recruitment challenges in 2018, the City removed matron duty from the Police Records Shift Leader and Police Records Supervisor requirements. This requirement remained for Police Records Clerks and Police Records Specialists.

The FPD jail no longer qualified as a Type 1 facility in 2019 due to changes in state requirements which changed its designation to a Temporary Holding Facility. Due to this change, detectives had to commute to the county jail to interview arrestees and conduct investigative follow-up interviews. To address this situation, the City contracted with G4S Secure Solutions (G4S) in July 2019 to provide FPD jail facility staff that would allow its continued designation as a Type 1 correctional facility. The contract with G4S included the requisite female staff, in accordance with California Board of State and Community Corrections Type 1 facility, allowing FPD to continue processing female inmates. With the transition to G4S, Police Records Clerks and Police Records Specialists no longer performed jail matron duties.

The City did not immediately revise the class specifications for Police Records Clerks and Police Records Specialist at that time as the City still required those positions to perform matron duties during the transition period prior to relinquishing complete control of the FPD jail facility to G4S. G4S has now performed jail operations for almost 24 months. The City can now remove the matron requirement for the Police Records Clerk and Police Records Specialist class specifications. This change will bring the class specification in line with current duties and allow for a more diverse applicant pool when conducting recruitments, as the City may now accept candidates of all genders. Staff has made routine changes to language throughout the class specifications. Staff does not recommend a salary change for either classification.

FPOA-D Salary Schedule

Initially, the Fullerton Police Officer Association-Dispatcher only represented Police Dispatchers and Lead Police Dispatchers. In June 2018, the unit added the Forensic Specialist I and II, Lead Forensic Specialist and Jailer positions (initially in the Fullerton Municipal Employees Federation). The unit's newly accepted positions included an update to the salary schedule.

On July 7, 2020, a side letter agreement with the City and the FPOA-D required modification to the salaries of Police Dispatcher and Lead Police Dispatcher on the salary schedule. Staff inadvertently used, and City Council approved, an older salary schedule that did not include the additional positions. Though approved last year, the updated salary schedule does not become effective until July 10, 2021. Staff presents this item to correct the error and include all represented positions within the unit, prior to the effective date.

Attachments:

- Attachment 1 – Police Records Clerk Class Specification (redline)
- Attachment 2 – Police Records Specialist Class Specification (redline)
- Attachment 3 – Draft Resolution No. 2021-XX