



**HUMAN RESOURCES
DEPARTMENT
City of Burlington**

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To: Board of Finance

From: Stephanie Hanker, Human Resources Generalist

Date: December 15, 2011

Re: Re-categorization of Full Time Limited Service Community Service Officer to Regular Full Time.

In support of Chief of Police, Michael Schirling's request (attached) and in accordance with the Personnel Policy section 4.4d; I recommend that one Community Service Officer position be re-categorized from limited service full time to regular full time. The funding mechanism for these organizational changes is outlined in the Chief's memo. At the time of creation of the limited service positions, compensation for these positions was agreed upon to a grade 14 on the Willis Union salary table. I recommend maintaining the grade 14 on the FY12 Willis Union salary table. This position would be part of the AFSCME bargaining unit.



BURLINGTON POLICE DEPARTMENT

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Michael E. Schirling
Chief of Police

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To: Board of Finance
From: Michael E. Schirling, Chief of Police
Via: CAO Scott Schrader, HR Director Susan Leonard
CC: Mayor Bob Kiss, AFSCME Steward Brandi Barbeau
Date: December 1, 2011
Re: Community Service Officer – Update

As we continue to face recruitment and retention challenges, we continue to explore options to deliver services in creative ways. This request relates to our pilot project for one of those creative strategies – the Community Service Officer (CSO).

The CSO is a non-sworn, full time position that was initially created as a pilot project (approved in October 2008) to assess the effectiveness.

The CSO is tasked with the responsibility to perform a variety of fieldwork in support of the police operation. As the attached job description reflects, their responsibilities lie in low level albeit important priorities for a police operations. With the creation of this position, there was a shift in priority where the request for service is raised to a higher level thereby answering the needs of the community more effectively and efficiently.

When a CSO is on duty, they relieve sworn officers of tasks that are not directly related to law enforcement but fall under the public safety umbrella. It allows our sworn staff to focus more time on the reduction of crime and disorder, investigations, and proactive enforcement. As our call volumes continue to increase, there is an increasing need for additional capacity.

At present, there are three CSO positions that have been authorized. Only one CSO is a regular, full-time position – occupying the FTE previously held by an Animal Control Officer. The second CSO is currently a full-time limited service position that we are asking to have converted to regular, full-time. This position will be funded as we convert one of four Records Clerk positions to this second regular full time CSO position. This second regular full time CSO allows for continuous, uninterrupted service, seven days a week. This CSO, as with the records position it replaces, would be a member of the AFSCME bargaining unit. The third CSO is a limited service position and is currently filled by an employee as a bridge to becoming a police officer, a means to not lose the applicant.

MES/lev

Respect ~ Honor ~ Remember

Officer James P. McGrath, end of watch May 12, 1904; Officer J. Albert Fisher, end of watch December 15, 1947



Michael E. Schirling, Chief of Police, 11/8/2011

BURLINGTON POLICE DEPARTMENT ORGANIZATIONAL CHART

