



Staff Report

TO: City Council
FROM: Sean Thuilliez, Chief of Police
DATE: February 2, 2021
SUBJECT: Approval to Unfreeze the Support Services Supervisor Position for Police Department

Background and Analysis:

City staff is requesting approval to unfreeze the Support Services Supervisor Position within the Beaumont Police Department. The duties and functions of this position will include, but are not limited to, supervision of the day-to-day operation of the Support Services Division, provide training to public safety dispatchers, records specialists or property technicians, participate in selection, provide motivation and evaluation of assigned staff, monitor work activities to ensure safe work practices, work quality, accuracy and confidentiality, participate in the development of support services goals, objectives, policies and procedures, develop and establish standard work methods and procedures for providing service, prepare employee work schedules and vacation calendar, monitor peripheral radio transmissions and security related devices, relay appropriate information to affected field units and provide relief dispatching as needed.

Currently, a lieutenant assigned to the Support Services Division assumes full time management/supervisor responsibility for services and activities of the police dispatch unit, evidence property room, records department, and animal control services within the Police Department. This lieutenant ensures day-to day operations and functions of providing emergency and non-emergency police support services to the public and police officers are carried out in accordance with department policies, state laws, and other requirements in the most efficient and effective manner. The support services lieutenant serves as the liaison for the police dispatch unit and all other units, divisions, departments, and outside agencies.

Historically the Support Services Division had a support services civilian supervisor that reported to the lieutenant and assisted in the supervision of these functions. This position was underfilled 2 years ago by a lead dispatcher. While this was adequate over the short term, there is a need for additional supervisory oversight.

Fiscal Impact:

The Police Department anticipates a budget increase of approximately \$6,000 annually with the approval of the Support Services Supervisor position. This additional expense will be absorbed through salary savings which have occurred through the course of this fiscal year.

Recommended Action:

Unfreeze the Support Services Supervisor position in the Beaumont Police Department.

Attachments:

- A. Support Services Supervisor Job Description