

MEETING DATE
3-7-22

CITY OF LAKE CITY

Report to Council

COUNCIL AGENDA	
SECTION	
ITEM NO.	

SUBJECT: Added City of Lake City Classification-Police Officer Trainee

DEPT / OFFICE: Lake City Police Department

Originator:

Interim Chief of Police Gerald Butler



City Manager

Interim Paul Dyal

Department Director

Interim Chief of Police Gerald Butler

Date

2-18-22

Recommended Action:

Approve Classification Description for an added position within the City of Lake City.

Summary Explanation & Background:

The Lake City Police Department has begun a law enforcement officer trainee sponsorship program. This position will allow applicants who pass all pre-hiring requirements of the City of Lake City to attend a recognized law enforcement academy for the express purpose of becoming a police officer with the Lake City Police Department. Acceptance into this program also includes a commitment to remain in the employ of the Lake City Police Department. The Sponsorship program is funded through a Council-approved line item in the City Budget, FY 22.

Alternatives:

Continue with current recruitment venues, which do not produce a sufficient number of candidates to fulfil Police Department needs.

Source of Funds:

FY22 Budget: \$20,000.00 under 001.11.521-030.55

Financial Impact:

None

Exhibits Attached:

1. Draft of the Classification Description-Classification Title: Police Officer Trainee
2. Copy of FY22 Police Department Budget (line item on page 44)

City of Lake City, FL

Classification Description

Classification Title: POLICE OFFICER TRAINEE
Department: POLICE

Pay Grade: 10
FLSA Status: Non-exempt

General Description

A training position involving attendance at a recognized law enforcement academy for the express purpose of becoming a police officer with the Lake City Police Department. This position requires commitment, diligence and initiative.

Work is performed under the supervision of the Field Evaluation and Training Program Sergeant and Administrative Division Commander. Performance is evaluated through observation and grades obtained.

The Police Officer Trainee is a sponsored full-time position with the Lake City Police Department. The Trainee is governed by the policies and procedures of the City of Lake City, the Lake City Police Department as well as the rules and regulations of the recognized law enforcement academy they are attending. Violations of any of these will subject the Trainee to discipline up to and including termination of sponsorship and employment.

Nature of Work

Essential Functions:

- A. Attend and successfully complete the Florida Department of Law Enforcement (FDLE) basic law enforcement certification course.
- B. Pass the FDLE state certification examination.
- C. Meet all standards required for employment as a police officer with the Lake City Police Department.
- D. This section of the job description is not intended to be a comprehensive list of duties and responsibilities of the position. The omission of specific job function or tasks does not absolve an employee from being required to perform additional tasks incidental to or inherent to the position.

Special Requirements:

- A. Maintain passing grades at the designated Law Enforcement Academy.

Work Conditions:

- B. Work conditions and hours will vary according to the curriculum, sometimes to include classroom environment and strenuous physical indoor and outdoor

activities. Work may be performed in any weather conditions.

Minimum Qualifications:

A. Educational Requirements:

1. High School Diploma or,
2. General Equivalence Diploma

B. Experience and Training:

1. None

C. Certification and Licensing:

1. Current, valid Florida Driver's License.

D. Other Requirements:

1. Must be 19 years of age.
2. Must be a citizen of the United States.
3. Must pass the current City of Lake City pre-employment testing and background process.
4. Must be willing to enter into a pre-employment agreement regarding length of LCPD employment.

E. Skills and Abilities:

1. Ability to analyze situations quickly and objectively and to determine proper course of action to be taken.
2. Ability to cope with situations firmly, courteously and tactfully, and with respect for the rights of others.
3. Ability to learn the geography of the City and its physical and social characteristics.
4. Ability to understand and carry out oral and written instructions.
5. Ability to read, write and speak effectively.
6. Ability to meet physical requirements and standards.
7. Ability to communicate effectively

F. Essential Physical Skills:

1. Light (up to 15 pounds) to heavy (45 pounds and over) lifting and carrying.
2. Endure sustained acts of physical exhaustion and endure periods of duty under unfavorable and life-threatening situations.
3. Ability to communicate both orally and in writing.
4. Reaching, pulling, pushing, smelling.
5. Climbing, walking, standing, crawling, kneeling, bending, stooping, jumping, running, driving.
6. Depth perception.
7. Distinguish colors.
8. Acceptable eyesight. (with or without correction)
9. Acceptable hearing. (without hearing aid)
10. Pass any required physical testing mandated by LCPD and/or FCJSTC.

(Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

SELECTION GUIDELINES: Formal application, rating of education and experience; oral interview and reference check; job related tests might be required. The job description does not constitute an employment agreement with the employer, and requirements of the job change. By signing below, I am indicating I have read and concur with the above description of my job.

Signature

Date

Print Name

CITY OF LAKE CITY

POLICE

EXPENSES

Account 030.31 - Operating Expense Professional Services

001.11.521-030.31	Accreditation	1,000.00
001.11.521-030.31	Mock Accreditation	1,000.00
001.11.521-030.31	Psychological Exam	2,025.00
001.11.521-030.31	Random Drug Testing	990.00
Account 030.31 - Operating Expense Professional Services Totals		<u>\$5,015.00</u>

Account 030.34 - Operating Expense Contractual Services

001.11.521-030.34	Generator Maintenance	4,300.00
001.11.521-030.34	Janitorial Services	14,802.00
001.11.521-030.34	New World/Sunguard Software Maintenance	22,180.00
001.11.521-030.34	Shredder Services	450.00
Account 030.34 - Operating Expense Contractual Services Totals		<u>\$41,732.00</u>

Account 030.41 - Operating Expense Communication Services

001.11.521-030.41	Aircards/DMS	28,578.00
001.11.521-030.41	AT&T Mobility	20,000.00
001.11.521-030.41	AT&T Pro Cabs	1,700.00
001.11.521-030.41	Cellphone	960.00
001.11.521-030.41	Comcast	1,320.00
001.11.521-030.41	Comcast Business	26,277.00
001.11.521-030.41	Long Distance/DMS	3,390.00
001.11.521-030.41	Verizon	4,500.00
Account 030.41 - Operating Expense Communication Services		<u>\$86,725.00</u>

Account 030.42 - Operating Expense Postage

001.11.521-030.42	Postage	600.00
001.11.521-030.42	UPS/FEDX Shipping	400.00
Account 030.42 - Operating Expense Postage Totals		<u>\$1,000.00</u>

Account 030.43 - Operating Expense Utility Services

001.11.521-030.43	FPL	34,500.00
001.11.521-030.43	Water Sewer Utility	5,000.00
Account 030.43 - Operating Expense Utility Services Totals		<u>\$39,500.00</u>

Account 030.44 - Operating Expense Rental & Leases

001.11.521-030.44	Copier Rental (Administration)	4,290.00
001.11.521-030.44	Copier Rental (Dispatch)	1,490.00
001.11.521-030.44	Copier Rental (Investigations)	3,133.00
001.11.521-030.44	Copier Rental (Records)	1,375.00
001.11.521-030.44	Enterprise Lease Rental Vehicles (27)	215,752.00
001.11.521-030.44	Enterprise Lease Vehicles (13)	60,000.00
Account 030.44 - Operating Expense Rental & Leases Totals		<u>\$286,040.00</u>

Account 030.54 - Operating Expense Books, Subscription & Membership		
001.11.521-030.54	Coalition of Accreditation	300.00
001.11.521-030.54	Crime Prevention Thru Environmental Design (CPTED dues)	75.00
001.11.521-030.54	Florida Crime Handbooks (Traffic)	2,156.00
001.11.521-030.54	Florida Crime Prevention Association & Dues	75.00
001.11.521-030.54	Florida Police Accreditation Comm. (FLA-PAC)	75.00
001.11.521-030.54	Florida Police Chiefs Association (FPCA)	350.00
001.11.521-030.54	FRMA Membership Dues	270.00
001.11.521-030.54	Government in Sunshine Manuals	75.00
001.11.521-030.54	Gym Memberships	2,400.00
001.11.521-030.54	Hootsuite (Annual)	360.00
001.11.521-030.54	IACP Membership	150.00
001.11.521-030.54	Lake City Reporter (Annual)	90.00
001.11.521-030.54	Nat'l Asson. in Law Enforcement (NAWLEE) Dues	100.00
001.11.521-030.54	PIO Dues	180.00
001.11.521-030.54	Redaction Software	2,000.00
001.11.521-030.54	ROCIC Membership	300.00
001.11.521-030.54	Third Judicial Circuit Police Chiefs' Association	150.00
001.11.521-030.54	Watchguard Cloud Storage Annual Subscription	3,000.00
Account 030.54 - Operating Expense Books, Subscription &		<u>\$12,106.00</u>

Account 030.55 - Operating Expense Training		
001.11.521-030.55	Background Investigation Training	5,780.00
001.11.521-030.55	Command Staff-Supervisor, Civilian	3,000.00
001.11.521-030.55	Continuing Education (Officers)	3,000.00
001.11.521-030.55	Crime Prevention	1,500.00
001.11.521-030.55	Defensive Tactics Training	6,000.00
001.11.521-030.55	Diversity/Implicit Bias/De-escalation Training	5,000.00
001.11.521-030.55	FLAPAC	150.00
001.11.521-030.55	FRMA Certification Training for Records Clerks	580.00
001.11.521-030.55	In-Service Training	3,000.00
001.11.521-030.55	K-9 and Handler-Certification and Training	2,000.00
001.11.521-030.55	PSCO Training/APCO Certification	3,000.00
001.11.521-030.55	Sponsorship Program	20,000.00
001.11.521-030.55	SRT Training	5,000.00
001.11.521-030.55	Taser Instructor Certification Course	1,200.00
Account 030.55 - Operating Expense Training Totals		<u>\$59,210.00</u>

Account 060.64 - Capital Outlay Machinery & Equipment		
001.11.521-060.64	PSAP ANI/ALI - 911 Upgrade Comm Center	75,000.00
001.11.521-060.64	Sierra- New Cars	6,000.00
Account 060.64 - Capital Outlay Machinery & Equipment Totals		<u>\$81,000.00</u>