

RESOLUTION NO. 2009

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SALISBURY, MARYLAND AUTHORIZING THE REINSTATEMENT OF THE SALISBURY POLICE DEPARTMENT POSITION OF COLONEL/ASSISTANT CHIEF OF POLICE AS A INTEGRAL PART OF THE RESTRUCTURING OF THE DEPARTMENT, AUTHORIZING THE CREATION OF AN ADDITIONAL POLICE OFFICER POSITION AND DEAUTHORIZING TWO LIEUTENANT POSITIONS AND AMENDING THE POLICE PAY SCALE TO ADD A NINTH PAY GRADE

WHEREAS, the Police Department is undertaking a restructuring of the command positions; and

WHEREAS, the restructuring of the Command Staff is necessary to redistribute the workload and adequately provide for essential supervision of all personnel; and

WHEREAS, the reinstatement of this position will not require additional funding nor increase the budgeted complement of sworn personnel and will be re-created through the de-authorization of two lieutenants positions; and

WHEREAS, this process of reinstatement of the position of Colonel / Assistant Chief of Police will also allow for the authorization of an additional police officer position; and

WHEREAS, an amended Police Department pay scale creating a Pay Grade 9 for the reinstated position of Colonel / Assistant Chief of Police is necessary and has been submitted;

WHEREAS, the Police Chief has requested, and the Mayor has recommended, that the Police Department be authorized to reinstate the Colonel/Assistant Chief of Police position.


NOW, THEREFORE, BE IT RESOLVED THAT THE CITY COUNCIL OF THE CITY OF SALISBURY, MARYLAND, hereby authorizes:

- 1) the reinstatement of the Colonel/Assistant Chief of Police position as part of the restructuring of the Command Staff for the Salisbury Police Department;
- 2) creation of a new Police Officer position;
- 3) the de-authorization of two lieutenant positions; and
- 4) the amendment of the Police Pay Scale to add a ninth pay grade for the Colonel's position.

THIS RESOLUTION was duly passed at a meeting of the Council of the City of Salisbury, Maryland held on the 13<sup>th</sup> day of December, 2010, and is to become effective immediately upon adoption.

ATTTEST:

  
Brenda J. Colegrove, City Clerk

  
Louise Smith, President  
Salisbury City Council

APPROVED BY ME THIS:

15 day of December, 2010

  
James Irton, Jr., Mayor



147th

**POLICE DEPARTMENT**

**BARBARA DUNCAN**  
*Chief of Police*

# City of Salisbury



45th

699 W. SALISBURY PARKWAY  
SALISBURY, MARYLAND 21801

December 8, 2010

410-548-3165



**TO:** Mr. John Pick, City Administrator

**FROM:** Barbara Duncan, Chief of Police

**SUBJECT:** Justification for Reinstatement of Colonel / Assistant Chief of Police position

In 1999, Colonel Edward Guthrie resigned from his position as Assistant Chief to accept a position as Chief of Police in the state of Idaho. At that time a decision was made to eliminate the position of colonel and the remaining Commanders were given additional responsibilities to compensate for this position elimination. In the ensuing years, the City has grown considerably and Calls for Service have increased dramatically. As crime and crime patterns grew over the years new data driven law enforcement techniques, manpower redeployment initiatives and proactive crime reduction projects have been developed. Furthermore, grant research, funding procurement and management process have become a priority for the Department given the current status of the Country's economic state.

These changes have had a significant impact on the workload for the members of the Police Department Command Staff. Additionally, Division Commanders willingly assumed responsibilities well beyond their job descriptions in an attempt to keep pace with modern law enforcement practices while being mindful of budgetary realities and constraints. The extra work load, in conjunction with the above listed factors have strained operational capabilities of the Command Staff and I therefore request the reinstatement of the position of Assistant Chief of Police which carries the rank of Colonel.

Attached is the Position Description for the position of Assistant Chief of Police (Colonel) which is being proposed for the Salisbury Police Department.

The reinstatement of the position of Assistant Chief of Police will not require additional funding nor would it increase the budgeted complement of sworn personnel. The reinstatement of this position will eliminate two lieutenant's positions, fund the colonel's pay scale and create an additional police officer position.

I recommend that the funding for the necessary pay scale adjustment for the Assistant Chief of Police position come from the vacant and budgeted position of lieutenant. The remaining funds in the vacant lieutenant's budget line are to be converted to create an additional police officer position thereby increasing our patrol capability by one. A pay scale for the colonel's position has been attached for your review along with a new organization chart and job description.

A handwritten signature in black ink, appearing to read 'Barbara Duncan', with a long horizontal flourish extending to the right.

Barbara Duncan  
Chief of Police

# Salisbury Police Department

**POSITION DESCRIPTION FOR:** Colonel Ivan E. Barkley

**ASSIGNMENT:** Deputy Chief of Police

**DATE:** November 2010

1. In the absence of the Chief of Police, assume all powers, duties and responsibilities of the Chief.
2. Inform the Chief of Police of any significant events or developments affecting the Department and make recommendations thereof.
3. Responsible for the overall function of the Operations, CID and Administrative Divisions, supervising those under his command through the direction and control of subordinates to assure the proper performance of duties and adherence to established rules, regulations, policies and procedures.
4. Collect and analyze data on the hourly distribution of incidents provided by our Records Management System (RMS) and based on this data for reporting areas (routes & beats) will recommend to the Chief of Police any reallocation of Patrol resources to ensure proportional distribution of resources by time and place of incidents.
5. Assigned the responsibility for report review, routing of reports and status reports on follow-up which are normally separate and distinct from, but on occasion may overlap, those overall departmental records functions performed by records personnel. Direct coordination, between the Division Commanders, will be initiated to resolve any problems.
6. Plans for departmental participation in interagency activities, relations with other criminal justice and support organizations, mutual aid, and special events or operations.
7. Maintains a channel of communication with all local courts, the States Attorney's Office, Parole and Probation Department and the Wicomico County Detention Center for the purpose of receiving feedback and input into officer's conduct. This duty is shared with the Operations and CID Commanders.
8. In all court cases where the States Attorney declines to prosecute or causes the case to be dismissed due to alleged mishandling by a member of the Salisbury Police Department, the prosecutor will notify the Deputy Chief of Police, who will ascertain the reasons for the action and if any corrections or further action should be taken. The Deputy Chief of Police will forward the facts regarding the case to the member's Supervisor and if deemed necessary appropriate action will be taken.
9. The Deputy Chief is responsible for the functional area of police operations dealing with the unusual, special or emergencies and inter-agency coordination. However, the task of preparing basic planning procedures for responses to unusual occurrences will be delegated to the Emergency Management Coordinator.

RE: Position Description: Colonel Ivan E. Barkley  
November 2010

10. Operations planning is a function shared by the Deputy Chief of Police, the Administrative and Operations Commanders. In addition to operational plans for events, activities, they develop and maintain standard operating procedures, design preventive patrol activities, and publish policies and procedures known as Written Directives. These directives are reviewed every year for the purpose of deletion or revision.
11. Will ensure continuing compliance with Accreditation Standards as dictated by the Commission on Accreditation for Law Enforcement Agencies, Inc. and will report to and be responsible directly to the Chief of Police on Accreditation matters. Will manage and prepare for the CALEA On-Site Assessment for reaccreditation every three years.
12. A new or revised Written Directive is first prepared in draft form by the Division Commanders and then submitted to the Deputy Chief of Police for review and staffing by the Command Staff. Is responsible for indexing, purging, ensuring the updating and revising and issuing of Department Written Directives.
13. Conduct a Staff Inspection, both announced and unannounced at various intervals.
14. Hold suspension hearings for employees suspended from duty by supervisors as an emergency measure, when in the judgment of the supervisor, the interest and welfare of the public, the department, or the individual is best served by immediate suspension. Assemble an allied agency Hearing Board, recording the hearings.
15. Distribute, collect and check all completed performance evaluations for accuracy and completeness; reviewing each evaluation and initialing it. Ensure evaluations are completed in a timely manner and have 2 copies made, one for the employee's departmental evaluation folder and one sent to Human Resources. Review the Employee Self-Appraisal Forms for employee feed-back.
16. Evaluate assigned subordinates semi-annually on the standard Salisbury Police Department Evaluation Form, reviewing the evaluation with the evaluated subordinate and give him/her a copy of the evaluation.
17. On July first of each year the Deputy Chief of Police will appoint a Squad Commander to conduct an inventory of all property held by the Salisbury Police Department. The inventory will be conducted in the form of a spot check, by comparing records with property actually held by the department.
18. At least once every six months the Deputy Chief will conduct an unannounced inspection of all property storage areas. He will assure that procedures relative to the control of evidence or found property are being adhered to (i.e. records are complete and property is accounted for).
19. Appoint an officer to conduct an independent audit of the Department inventory, semi-annually, July first and January first each year.

RE: Position Description: Colonel Ivan E. Barkley  
November 2010

20. The Deputy Chief will have an inspection and inventory made of the Department's armament at least twice a year and forward a report to the Chief of Police.
21. Audit the petty cash fund on hand against the petty cash ledger account page each quarter.
22. Audit the covert investigations fund (maintained by the CID Commander) cash on hand against the covert fund ledger account page each quarter.
23. Review daily computer printout (daily summary) in order to be aware of daily activities, taking action on events if necessary, or being knowledgeable when calls from the public, concerning events or activities, are received.
24. During the annual Departmental personnel/distribution assessment in mid-December - early-January, calculate the assignment/availability factor for patrol personnel; allocate and distribute patrol personnel, at least annually; tabulate incidents by reporting area, using actual figures.
25. Interview complainants who make complaints against Police Department employees, referring the complainants to other appropriate persons or investigating the complaints, making a final disposition. On other than very minor complaints, a report on the complaint will be made to the Chief of Police.
26. Since departmental responsiveness to community needs and concerns must be flexible, evaluation of the Community Relations activities must occur on a monthly basis. Evaluation by the Deputy Chief will consider information provided on quarterly reports, citizen surveys, complaints, requests and inquires. Emphasis on the activities will be modified, expanded or reduced as needed based on this evaluation.
27. Order and conduct a quarterly Staff Meeting of all supervisors and commanders, which includes the Chief, Deputy Chief, Major, Captains, Lieutenants, Sergeants and Corporals.
28. Order and attend a monthly Personnel Committee meeting to be attended by all Personnel Committee Members, the Chief and other department members if they desire to attend on a voluntary basis.
29. Compose and issue memorandums and personnel orders, as necessary.
30. Conduct daily inspections of the headquarters building, including the Communications Center, Squad Room, Process Area, Gym, and Locker-room area. Check for cleanliness, damaged, or missing equipment concerns, and general operation readiness of facilities. Report discrepancies and coordinate with the Administrative Commander for corrective actions ASAP.
31. Make audits of wanted persons and other NCIC entries by our department, on a quarterly basis, utilizing a printout of outstanding warrants from the RMS System as a cross reference. Disseminate to staff.

RE: Position Description: Colonel Ivan E. Barkley  
November 2010

32. Oversight with the Wicomico County States Attorney's Office regarding issues with Salisbury Police personnel's attendance/ non-attendance at court when required. Monitor officer request for excusal for in-service training and scheduled leave. Spot check Court Summons Log Book weekly. Coordinate Traffic/Criminal Court scheduling semi-annually submitting schedule to appropriate agencies.
33. On a continuing basis, review Salisbury Police Department Written Directives, all oral and written policies, the City Employee Handbook, The Salisbury City Code, State Law, and Federal Law identifying antiquated or conflicting policies or processes. Coordinate with Squad Commanders/Squad Supervisors and Division Commanders in order to determine if a specific policy or process will function as is, should be modified or should be discontinued.
34. Assist Division Commanders in the process of establishing or modifying Salisbury police Department policy and procedures as necessary.
35. Carry out all duties as directed by the Chief of Police.
36. In addition to the above, this employee is required to:
  - Be at work on time.
  - Be available for work.
  - Give a full days' work.
  - Be positive in response to directions.
  - Learn present and new jobs.
  - Adjust to changes.
  - Get along with others.
  - Know and follow rules.
  - Be physically and mentally fit for normal duty.

**SEMI-ANNUAL REVIEW:**

<i>Date</i>	<i>Employee</i>	<i>Supervisor</i>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____





Deobligating two lieutenant positions (Grade-6) and gaining one Police Officer position (Grade-1)  
 Ivan Barkley's position would be overgraded from a lieutenant (Grade-6) to a Colonel position (Grade-9)  
 This would result in a savings of \$34,811.55.

Lieutenant Position		Colonel Position		Police Officer Position	
Salary	\$75,736.00	Salary	\$83,585.00	Salary 1st yr.	\$36,798.00
FICA/Medicare	\$5,794.00	FICA/Medicare	\$6,394.00	FICA/Medicare	\$2,815.00
Health Ins.	\$11,237.55	Health Ins.	\$11,237.55	Health Ins.	\$11,238.00
Life Ins.	\$28.00	Life Ins.	\$28.00	Life Ins.	\$28.00
LEOPS	\$24,796.00	LEOPS	\$27,366.00	LEOPS	\$12,048.00
Workers Comp.	\$6,581.00	Workers Comp.	\$7,264.00	Workers Comp.	\$3,198.00
Blood Bank	\$5.00	Blood Bank	\$5.00	Blood Bank	\$5.00
Uniform Maint.	\$320.00	Uniform Maint.	\$320.00	Uniform Maint.	\$320.00
<b>Total</b>	<b>\$124,497.55</b>	<b>Total</b>	<b>\$136,199.55</b>	<b>Total</b>	<b>\$66,450.00</b>
2nd Lieutenant	\$124,497.55			<b>Other Expenses</b>	
				Uniform Purchases	\$2,000.00
				Medical Exams	\$890.00
				Ammunition	\$400.00
				Service Weapon	\$500.00
Total for two Lieutenants	\$248,995.10			ESCJA	\$2,920.00
Total for Colonel Position	\$136,199.55			Radio	\$3,500.00
<b>Difference</b>	<b>\$112,795.55</b>			FTO - 12 wks incl. FICA, LEOPS, WC	\$894.00
				Shift Differential incl. FICA, LEOPS, WC	\$272.00
Total for one Police Officer	\$77,984.00			Uniform Maint. FICA, LEOPS, WC	\$158.00
				<b>Total</b>	<b>\$11,534.00</b>
<b>Difference</b>	<b>\$34,811.55</b>				
				<b>Total of salary &amp; expenses.</b>	<b>\$77,984.00</b>