

RESOLUTION 2023- 46

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE CITY OF TARPON SPRINGS, FLORIDA, PROVIDING FOR REORGANIZATION OF THE TARPON SPRINGS POLICE DEPARTMENT TO CREATE AN ASSISTANT CHIEF OF POLICE POSITION AND TO ADD A WAGE GRADE; REPEALING ALL RESOLUTIONS IN CONFLICT HERewith; PROVIDING FOR SEVRABILITY; PROVIDING FOR AN EFFECTIVEDATE.

WHEREAS, the City of Tarpon Springs, Florida, (“CITY”) is a duly formed Florida municipal corporation with home rule authority; and

WHEREAS, the City maintains an FDLE certified police department, known as the TARPON SPRINGS POLICE DEPARTMENT (“DEPARTMENT”); and

WHEREAS, the Board of Commissioners of the City of Tarpon Springs, Florida, in accordance with City Rules and Regulations, is the governing body responsible for the Department; and

WHEREAS, the Board of Commissioners desires to conduct City business effectively and efficiently in accordance with the law; and

WHEREAS, the Board of Commissioners deems that it is desirable to conduct a Reorganization of the Police Department establishing a Wage Grade 29 (Annual Salary range \$91,146 - \$146,839), moving the Chief of Police, Fire Chief and Finance Director to this new Wage Grade, and to repeal any previously existing resolutions establishing or eliminating a Wage Grade 29; and

WHEREAS, Board of Commissioners finds that these annual salary ranges are commensurate with the prevailing wages offered to qualified individuals in surrounding jurisdictions, and represent a fair wage for the respective offices under consideration for inclusion in the Wage Grade 29 category; and

WHEREAS, the Board of Commissioners deems that it is desirable to conduct the Reorganization of the Police Department by establishing the position of Assistant Chief of Police to be placed in Wage Grade 28; and

WHEREAS, the Board of Commissioners finds that establishing the Assistant Chief of Police position and the new salary range is in the best interests of the City in accordance with protecting the health, safety, and welfare of citizens and visitors in Tarpon Springs;

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF
THE CITY OF TARPON SPRINGS, FLORIDA:**

Section 1. That the following changes are hereby established:

CITY OF TARPON SPRINGS

- a) Authorize the City Manager to create a Wage Grade 29 (Annual Salary range \$91,146 - \$146,839) and move the Police Chief, Fire Chief and Finance Director positions into this newly established Wage Grade.
- b) Authorize the City Manager to create and designate the following positions: Assistant Chief of Police and Assistant Fire Chief and have them placed into Wage Grade 28.

Section 2. That the City Manager and Human Resources Director are hereby directed to amend any and all documents as required to effectuate the desired changes.

Section 3. That all other resolutions or parts of resolutions in conflict herewith are hereby repealed to the extent of such conflict.

Section 4. That if any provision or part of this resolution is declared invalid or unenforceable as a matter of law, the offending portion shall be stricken, and all other provisions shall remain valid and enforceable.

Section 5. That this Resolution shall become effective immediately upon passage in the manner prescribed by law.



TARPON SPRINGS POLICE DEPARTMENT

MEMORANDUM

"Building a Better Future Through Excellence in Policing"

Jeffrey P. Young
CHIEF OF POLICE

To: Honorable Mayor and Board of Commissioners
From: Jeffrey P. Young, Chief of Police *MY*
Through: Mark G. LeCouris, City Manager
Date: November 21, 2023
Reference: Police Department Reorganization

Honorable Mayor and Board of Commissioners,

RECOMMENDATION:

That the Mayor and Board of Commissioners approve the following reorganization plan for the Police Department.

BACKGROUND:

Currently, the Police Department is setup with the Chief of Police and two Majors that oversee the Operations and Administrative functions of the department. Below the Majors we have seven Sergeants. The breakup of the Sergeants is Operations Sergeant, Administrative Sergeant, Detective Sergeant and four Patrol Sergeants. Below the Sergeants we have seven Corporals. The breakup for Corporals is Detective Corporal, Operations Corporal, SRO Corporal and four Patrol Corporals.

REORGANIZATION PLAN:

Based on the continued growth of our Police Department and to establish a more formal succession plan we are requesting that the Police Department be afforded an Assistant Chief of Police position. We are recommending this without adding an additional body to the command structure but rather by merging the functions of the Operations Sergeant with the Majors and others, and thus allowing for the creation of an Assistant Chief Position. The Assistant Chief could take a more active oversight of the two Majors to mentor and guide them in the transition to the higher level of supervision, while preparing themselves for assuming the role of Chief of Police to whom they would be a direct report.

Attached is a new Job Description for Assistant Chief of Police and a new Organizational Flow Chart.



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TARPON SPRINGS POLICE DEPARTMENT

MEMORANDUM

Jeffrey P. Young
CHIEF OF POLICE

"Building a Better Future Through Excellence in Policing"

If approved, we would create a Wage Grade 29 (Annual Salary range \$91,146 - \$146,839) to move the Police Chief, Fire Chief and Finance Director positions into, which will allow the Wage Grade 28 to be utilized for the new position of Assistant Chief of Police.

SUMMARY:

The restructuring outlined above will result in a more effective Chain of Command and succession planning. While the initial cost to salaries may increase there would be a savings in Overtime with the elimination of an hourly rate position with the creation of a Salary based position.



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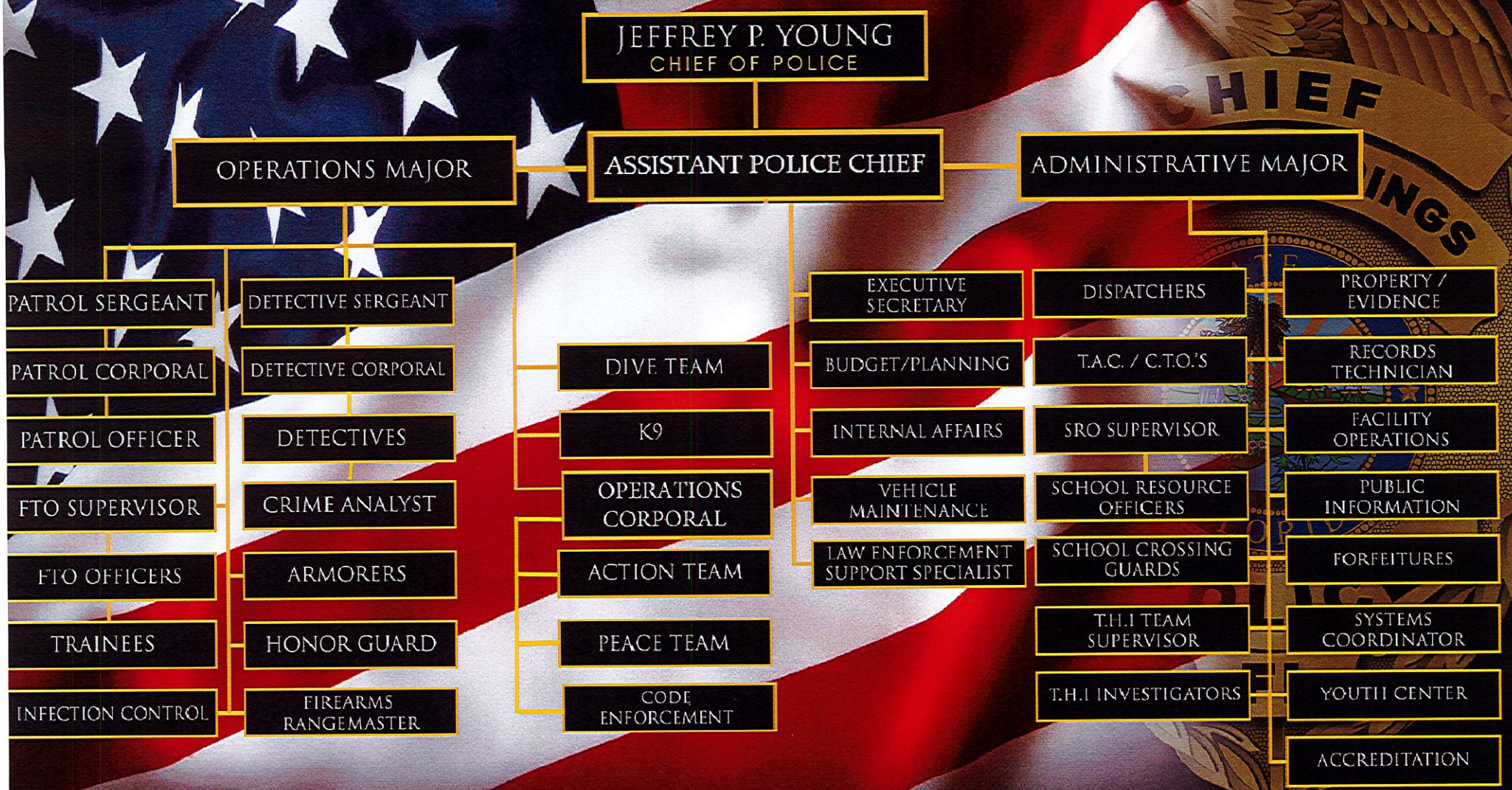
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TARPON SPRINGS POLICE DEPARTMENT

ORGANIZATIONAL CHART



**CITY OF TARPON SPRINGS
JOB DESCRIPTION**

JOB TITLE: ASSISTANT CHIEF OF POLICE
DEPARTMENT: POLICE DEPARTMENT
REPORTS TO: POLICE CHIEF
FLSA STATUS: EXEMPT
CIVIL SERVICE: NO
LAST REVISED 11/2023

GENERAL STATEMENT OF JOB

Under limited supervision protects and serves the citizenry by effectively managing all criminal and traffic law enforcement functions of the Department.

ESSENTIAL FUNCTIONS

1. Operational Duties
 - 1:1 Responsible for the complete management of all law enforcement and police service activities within the City, while reporting all activity to the Police Chief.
 - 1:2 Plans, organizes, directs and controls all phases of law enforcement police services.
 - 1:3 Responsible for the development and future training of other command staff members.

2. Staff Management Duties
 - 2:1 Directs the delivery of effective law enforcement and police service activities by subordinate staff.
 - 2:2 Responsible for all personnel actions such as hiring, discipline, transfers, and terminations, as delegated by the Police Chief.
 - 2:3 Develops and administers the department's budget, as delegated by the Police Chief.
 - 2:4 Develops, initiates and evaluates policies, procedures, rules and regulations.
 - 2:5 Completes in a timely manner various management, statistical, budgetary, crime and traffic, etc. and all other details as delegated by the Police Chief.
 - 2:6 Prepares reports, correspondence, and related documents.
 - 2:7 Assist the Police Chief on all required press conferences and Crime scenes as determined by the Chief of Police.

3. Public Relations
 - 3:1 Directs the implementation of a wide range of public relations and crime prevention programs.
 - 3:2 Performs public relations activities as required.

4. Performs all other duties as required in the absence of or at the direction of the Police Chief.

QUALIFICATIONS:

LICENSURE

Law Enforcement Officer, Florida State Certification.
Valid Florida Drivers' License

EDUCATION

Minimum of a High school diploma or GED equivalency, with ten (10) years law enforcement supervisory experience or; Bachelor's degree, with five (5) years law enforcement supervisory experience or; Currently holding the position of Major.

EXPERIENCE/MANAGEMENT

Ten to fifteen years of experience in the management of law enforcement, preferably in a municipal environment.

PERFORMANCE INDICATORS (Minimum)

Must be able to perform essential function duties, maintain proper licensures, handle working environment, conditions and physical demands, while maintaining a professional demeanor.

ADMINISTRATIVE SKILLS**General Office Skills**

Compile statistics
Research information
Balance figures
Develop office procedures
Proofread documents

Communication Skills

Compose letters
Coordinate meetings
Interview others

EQUIPMENT, MACHINES & TOOLS USED**General Office Equipment**

Personal Computer

Calculator

Tools/Machines/Equipment

Firearms
Police defense equipment
Motor vehicle operations

WORKING ENVIRONMENT

The work environment conditions characteristics described herein are representative of those an employee encounters while performing the essential functions of this job and are not an all-inclusive list.

May be exposed to infections and contagious diseases.

May be exposed to the risk of blood borne diseases.

May be exposed to hazardous anesthetic agents, body fluids and waste.

May be exposed to biohazardous, radioactive substances.

May be exposed to toxic chemicals.

Exposed to unpleasant elements (accidents, injuries and illness).

Exposed to animal diseases, odors, bites

Exposed to hot and humid work environment

Exposed to heat, wetness and odors.

Exposed to dangers of assaults/hazards from investigating emergency calls.

Cold: temperature cold enough to cause marked bodily discomfort

Extreme heat: temperature hot enough to cause marked bodily discomfort.

Hazards: conditions where there is danger to life, body and/or health.

Atmospheric Conditions: conditions that affect the skin or respiratory

WORKING CONDITIONS

Subject to burns and cuts.
 Contact with persons under a wide variety of circumstances. Subject to varying and unpredictable situations.
 Handles emergency of crisis situations. May perform emergency care.
 Subject to many interruptions. Subject to irregular hours.
 Occasional pressure due to multiple calls and inquiries.
 Requires judgment action, which could result in death of a person. Handles absentee replacement on short notice.

PHYSICAL DEMANDS: The following list is not exhaustive; it merely provides some of the physical duties of the position.

Requires full range of body motion including.

	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
Sit			X	
Stand			X	
Walk			X	
Bend			X	
Squat			X	
Crawl		X		
Climb height 10 ft.		X		
Reach above shoulder level		X		
Crouch		X		
Balance		X		
Kneel		X		
Verbal Communications				X
Written Communications				X
Hearing ordinary conversation				X
Near & Far Acuity-ability to see clearly at 20 inches or less and 20 feet or more				X
Peripheral Vision, Distinguish colors, and Depth Perception				X

Job requires coordination for repetitive Action;

	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
In operating foot controls Right			X	
Left			X	
In simple grasping: Right			X	
Left			X	
In firm grasping: Right		X		
Left		X		
In fine manipulating: Right		X		
Left		X		

Job requires ability to lift/carry and or push/pull;

	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
Up to 10 lbs.			X	
Over 100 lbs.		X		

JOB LOCATION:

Anywhere within the City of Tarpon Springs or anywhere outside of the City of Tarpon Springs, when required.

Employee's Signature

Date

Print Name