

**ROSEVILLE**  
**REQUEST FOR COUNCIL ACTION**

Date: June 5, 2017  
Item No.: 7.d

Department Approval

City Manager Approval



Item Description: Approve Creation of a Police Cadet position within the Police Department

**BACKGROUND**

The City Staff have discussed the potential creation of a Police Cadet position which was utilized by the Police Department in past years to recruit and retain quality candidates for police officer. The Cadet position was removed from the Police Department's annual budget in 2003.

The Cadet position was formerly used to increase diversity within the Police Department by attracting quality individuals enrolled in law enforcement education programs. The Department has made purposeful connections with local colleges in an effort to recruit members of minority communities, several members of the Department serve as mentors for high school students interested in law enforcement and the Roseville Police Explorer program has produced numerous police officers over its tenure. Since 2013 the Department conducted a mandatory second language or experience in working with diverse communities requirement as part of several Community Service Officer (CSO) hiring processes. Candidates applying for the position were required to be proficient communicators in one of the five most commonly spoken second languages in Roseville schools: Spanish, Somali, Hmong, Thai and Karen. If the candidate did not speak a second language, the candidate must have experience in living or working with diverse communities. These processes brought high quality candidates to the Department's roster of employees.

With only four part-time CSOs, the Police Department is limited in its ability to attract and retain multicultural law enforcement candidates, especially those who have already completed their mandatory Police Skills training. The Cadet position will allow for additional opportunities to hire employees reflective of Roseville's diverse community and retain current employees who are attractive candidates to other law enforcement agencies.

The Cadet position will be directed at current, multicultural, Roseville CSOs with preference given to those with demonstrated experience interacting with and organizing diverse communities. The Police Department expects the Cadet will represent a proactive approach to creating a safe and livable community by forming positive relationships and fostering inclusive communication between the Department and the increasing number of multicultural residents of Roseville.

Several suburban agencies in Hennepin County operate a Joint Community Police Partnership and the Cadet position is integral to its operation. These cities have successfully increased diversity within their police departments by taking part in the partnership and utilizing the Cadet position. The Roseville Police Department recognizes these accomplishments and seeks to achieve similar outcomes through creating its own multicultural Cadet program.

32 The proposed Roseville Police Cadet position was developed and evaluated utilizing internal and  
33 external data for the creation of a job description and placement within the City's pay system  
34 structure.

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36 The new position job summary, pay grade and salary range is as follows:  
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38 *The Cadet will provide support services to the Police Department through assisting in better*  
39 *understanding our diverse community while gaining police experience and skill with the goal of*  
40 *obtaining a sworn officer position with the Roseville Police Department. The Cadet will assist the*  
41 *Police Department in focusing law enforcement and crime prevention strategies within diverse*  
42 *communities.*

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44 *The Cadet will also assist the Community Services Officers in their job tasks and will compliment the*  
45 *current staff. The job requires tact, courtesy and good judgment in dealing with the public.*

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47 *Pay Grade – Exempt 5, Full-time, Range:\$20.26-\$24.40/hr*  
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49 **POLICY OBJECTIVE**

50 To align staff roles, at appropriate levels, with qualified employees in order to carry out the strategic  
51 vision and goals of the city.

52 **BUDGET IMPLICATIONS**

53 The position was not funded as part of the 2017 budget. The Department intends to offer the position  
54 to a current, part-time, Roseville CSO who has already completed the mandatory Police Skills  
55 training and not fill the vacated part-time CSO position in order to fund the position for the remainder  
56 of 2017. Current staffing movements and vacancies have afforded the cost savings in 2017 to fund the  
57 full-time Cadet for the remainder of 2017.

58 Council will be asked to budget for the full cost of this position (\$35,000) in future years effectively  
59 adding .5 FTE to the CSO/Cadet group.

60 **STAFF RECOMMENDATION**

61 Authorize the creation of the Police Cadet in the Police Department at the proposed pay grade within  
62 the city's compensation plan.

63 **REQUESTED COUNCIL ACTION**

64 Motion to authorize the creation of the Police Cadet in the Police Department at the proposed pay  
65 grade within the city's compensation plan.

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67 Prepared by: Rick Mathwig, Chief of Police 651-792-7203

68 Attachment: None