



**ADMINISTRATION – CITY MANAGER**  
**Memorandum #09-06**

**DATE:** July 9, 2009

**TO:** Honorable Mayor Kathleen M. Novak and City Council members

**FROM:** William Simmons, City Manager   
Russell VanHouten, Chief of Police  
Paula Jensen, Director of Management Services 

**SUBJECT:** Action Item CR-167/Resolution 08-156

**RECOMMENDATION:**

*In accordance with CR-167/Resolution 08-156 adopted on October 23, 2008, I recommend the following exceptions to the hiring freeze.*

1. **Police Officer (3 positions):** In 2008, four (4) sworn officer positions were eliminated during the 2009 budget process. Since January 2009, five (5) police officer positions have been vacated. Two (2) of the said positions have been removed from the budget as part of the April 2009 budget reduction process (a total of ten(10) were removed city-wide). As a result a total of six (6) sworn officer positions have been eliminated over the last year. In order to maintain general public safety levels and staff appropriate levels of patrol officers, it is requested that the remaining three (3) positions be filled.
  
2. **Criminalist:** This position is essential to the Northglenn Police Department because crime “type and complexity” is unpredictable. The Criminalist position investigates and collects physical evidence at major and minor crime scenes and provides laboratory analysis to include photography, latent print development, marijuana examinations and bloodstain pattern analysis. Not filling this vacancy will require sworn officers to conduct crime scene investigation taking them away from primary duties.

**ADDITIONAL INFORMATION:**

Current Status of Police Trainees and Police Recruits:

Four (4) Police Recruits have graduated from the Academy and have begun the FTEP (Field Training and Evaluation Program) as of June 5, 2009. They are now Police Trainees.

Two (2) Police Trainees have moved to the solo phase of the FTEP program as of May 23, 2009. They are now Police Officers.

One (1) Police Trainee is still working through the FTEP program, but has not gone solo.

2009 Police Staffing:

As of July 2007, the State of Colorado Demographer's office states the City of Northglenn population as 35,844. The current authorized sworn officer complement is 64, which equates to 1.78 officers per 1000 population. Taking into consideration the three (3) current vacancies and the five (5) trainees and recruits participating in field training, the current actual sworn officer complement is 56, which equates to 1.56 officers per 1000.

Grant Funding:

On April 6, 2009 the City of Northglenn Police Department submitted a grant application for the COPS Hiring Recovery Program as part of the American Recovery and Reinvestment Act (ARRA). The City of Northglenn Police Department requested funding for five (5) police officer positions. Award notification is expected in September 2009. An estimated 1 billion dollars in funding is available nationwide, to qualifying agencies, with an estimated 15 billion dollars requested nationwide. The City of Northglenn Police Department has requested approximately 1 million dollars.

**STAFF REFERENCE:**

If Council members have any comments or questions, they may contact Bill Simmons at 303 450-8709 or email [wsimmons@northglenn.org](mailto:wsimmons@northglenn.org)

# Police Personnel Summary

Position	2008	2009	Amended 2009
<b>Administration</b>			
Chief of Police	1	1	1
Internal Affairs Sgt	1	1	1
Crime Analyst	1	1	1
Administrative Specialist	2	1	1
<b>Support Operations</b>			
Division Commander	1	1	1
Sergeant	1	1	1
<u>Investigations</u>			
Police Officer			
Detective	7	7	7
Special Assignment - NMTF	2	2	2
<u>Records</u>			
Records Supervisor	1	1	1
Police Services Rep	7	7	7
Administrative Clerk	1.5	1.5	1.5
Customer Service Rep	1	1	1
Criminalist	2	1	1
Property Evidence Custodian	0.5	1.5	1.5
<b>Patrol</b>			
Division Commander	1	1	1
Lt. Commander	2	2	2
Sergeant	9	7	7
Police Officer	45	44	41
Animal Control	2	2	2
<b>Total FTE</b>	<b>88</b>	<b>84</b>	<b>81</b>

## Turnover - Sworn Positions

Position Title	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>
Police Officer	8	7	6	14	5
Sergeant	1	0	1	1	0
Commander	0	0	0	1	0
Deputy Chief	0	0	1	0	0
Total	9	7	8	16	5

## Budgeted - Sworn Positions

<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>
66	66	67	70	66

## Turnover Rate

14%	11%	12%	23%	8%
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## Breakdown of Turnover

2005

Police Officer	1 accepted position with City of Thornton 1 accepted position with Town of Parker 5 did not complete Field Training & Evaluation Program 1 resigned - reason unknown
Sergeant	Accepted position with City of Golden

2006

Police Officer	1 accepted position with City of Denver 4 did not complete Field Training & Evaluation Program 2 resigned - reason unknown
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2007

Police Officer	1 medical disability 1 accepted position with State of Colorado 3 did not complete Field Training & Evaluation Program 1 terminated
Sergeant	Retired
Deputy Chief of Police	Retired

2008

Police Officer	2 accepted position with City of Denver 1 accepted position with City of Grand Junction 8 did not complete Field Training & Evaluation Program 1 accepted position with Adams 12 Five Star Schools 1 accepted position with FBI 1 accepted position with Adams County Coroner
Sergeant	Retired
Commander	Accepted position in New Mexico

2009

Police Officer	1 resigned - reason unknown 3 resigned - performance related issues 1 accepted position with FBI
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# Northglenn Police Department Statistics 2006 - 2009

July 3, 2009

## Commissioned Officers Personnel Distribution

	2006	2007	2008	2009
<b>Number of FT Commissioned Employees</b>	66	67	70	64
<b>Number of Detectives (excluding NM)</b>	7	7	7	7
<b>Detectives per 1,000 Residents</b>	.19	.20	.20	.20
<b>Ratio of Detectives to First Responders</b>	1:1.64	1:1.64	1:1.71	1:1.71
<b>Ratio of Detectives to Incident Reports (Excluding NM)</b>	1:911	1:891	1:913	EOY
<b>Ratio of Detectives to Arrests</b>				
<b>Officers per 1,000 Residents</b>	1.79	1.87	1.95	1.78
<b>First Responders per 1,000 Residents</b>	1.22	1.26	1.26	1.39
<b>Ratio of First Responders to Incident Reports</b>	1:152	1:138	1:127	EOY
<b>Ratio of First Responders to Arrests</b>	1:85	1:75	1:63	EOY



# Northglenn Police Department Statistics 2006 - 2008

July 3, 2009

## Part I Crimes Homicide, Forcible Rape, Assault, Robbery, MVT, Larceny, Burglary

Year	Total	Year	Total
2000	1680	2005	2167
2001	1786	2006	1466
2002	1974	2007	1335
2003	2107	2008	1423
2004	2181		

## Traffic Accidents

Year	Total	Year	Total
2000	1257	2005	1265
2001	1173	2006	1128
2002	1299	2007	1284
2003	1194	2008	1204
2004	1107		

## Northglenn Traffic Tickets

Year	Total	Year	Total
2000	9044	2005	6771
2001	7139	2006	13763
2002	6695	2007	12798
2003	7086	2008	13103
2004	8467		