



CITY OF LAS VEGAS

1700 N. GRAND AVE. • LAS VEGAS, NEW MEXICO 87701-4731 • 505-454-1401 • FAX: 505-425-7335

ALFONSO E. ORTIZ, JR.
Mayor

FINAL AGENDA AVAILABLE 24 HOURS PRIOR TO MEETING

**CITY OF LAS VEGAS
SPECIAL CITY COUNCIL MEETING AGENDA
March 23, 2011 – Wednesday – 4:00 P.M.
City Council Chambers
1700 N. Grand Ave**

(The City Council shall act as the Housing Authority Board of Commissioners on any matters on the Agenda concerning the Housing Department.)

- I. CALL TO ORDER
- II. ROLL CALL
- III. PLEDGE OF ALLEGIANCE
- IV. MOMENT OF SILENCE
- V. APPROVAL OF AGENDA
- VI. PUBLIC INPUT (not to exceed 5 minutes per person)
- VII. BUSINESS ITEMS

1. Approval/Disapproval of Police Commander Job Description.

Christian Montano The Position of Police Commander was approved on March 16, 2011. This is the job description that applies to that position.

2. Approval/Disapproval to Publish Personnel Ordinance 11-08 amending sections 2-6-11.2 Vacation Leave, G., Vacation Leave Upon Retirement.

Dave Romero, City Attorney The proposed change is more efficient and allows the retiring employee the ability to receive a lump sum payout for the accrued leave the employee has earned.

VIII. EXECUTIVE SESSION/CLOSED SESSION

THE COUNCIL MAY CONVENE INTO EXECUTIVE SESSION IF SUBJECT MATTER OF ISSUES ARE EXEMPT FROM THE OPEN MEETINGS REQUIREMENT UNDER § (H) OF THE OPEN MEETINGS ACT.

TONITA GURULE-GIRON
Councilor, Ward 1

DIANE MOORE
Councilor, Ward 2

ANDREW H. FELDMAN
Councilor, Ward 3

DAVID L. ROMERO
Councilor, Ward 4

- A. Personnel matters, as permitted by Section 10-15-1 (H) (2) of the New Mexico Open Meetings Act, NMSA 1978.**
- B. Matters subject to the attorney client privilege pertaining to threatened or pending litigation in which the City of Las Vegas is or may become a participant, as permitted by Section 10-15-1 (H) (7) of the New Mexico Open Meetings Act, NMSA 1978.**
- C. Matters pertaining to the discussion of the sale and acquisition of real property, as permitted by Section 10-15-1 (H) (8) of the Open Meetings Act, NMSA 1978.**

IX. ADJOURN

ATTENTION PERSONS WITH DISABILITES: The meeting room and facilities are accessible to persons with mobility disabilities. If you plan to attend the meeting and will need an auxiliary aid or service, please contact the City Clerk's Office prior to the meeting so that arrangements may be made.

ATTENTION PERSONS ATTENDING COUNCIL MEETING: By entering the City Chambers, you consent to photography, audio recording, video recording and its/their use for inclusion on the City of Las Vegas Web-site, and to be televised on Comcast.

NOTE: A final agenda will be posted 24 hours prior to the meeting. Copies of the Agenda may be obtained from City Hall, Office of the City Clerk, 1700 N. Grand Avenue, Las Vegas, N.M 87701

CITY COUNCIL MEETING AGENDA REQUEST

DATE: 03/21/2011 **DEPT:** Police Department **MEETING DATE:** 03/23/2011

ITEM/TOPIC:

Approval/disapproval of New Police Commander Job Description for the Las Vegas City Police Department.

ACTION REQUESTED OF COUNCIL: Approval/Disapproval

The Las Vegas City Police Department would like Mayor and Council to approve the job description for Police Commander.

BACKGROUND/RATIONALE:

The Las Vegas City Police Department was approved for the positions of Police Commanders during the Council Meeting that was held Wednesday, March 16, 2010. This is the job description that applies to that position.

STAFF RECOMMENDATION:

Staff would recommend approval of New Police Commander Job Description for the Las Vegas City Police Department.

COMMITTEE RECOMMENDATION:

The Public Safety Committee will be presented with this item on April 11, 2011

THIS REQUEST FORM MUST BE SUBMITTED TO THE CITY MANAGER'S OFFICE NO LATER THAN 10:00 A.M. ON FRIDAY ONE AND A HALF WEEKS PRIOR TO THE CITY COUNCIL MEETING.



SUBMITTER'S SIGNATURE
Chief Christian Montañó

REVIEWED AND APPROVED BY:



ALFONSO E. ORTIZ, JR.
MAYOR

PAMELA MARRUJO
INTERIM FINANCE DIRECTOR



TIMOTHY P. DODGE
CITY MANAGER

PURCHASING AGENT
(FOR BID AWARD ONLY)

DAVE ROMERO
CITY ATTORNEY

Approved as to Legal Sufficiency Only

City of Las Vegas Job Description

JOB TITLE: Police Commander **JOB CODE:** 1211
PAY GRADE 42 Per Current Pay Plan - 2010
DEPARTMENT: Las Vegas Police Department
DIVISION: As Assigned

SUPERVISION RECEIVED: This position is a command level position and is under the direct supervision of the Chief of Police and Deputy Chief of Police.

SUPERVISION GIVEN: Supervises and directs the Division as assigned and assists in the supervision of the entire Police Department.

PURPOSE AND NATURE OF JOB

This is a command level position and is third in command of the Police Department. The Commander may have the exclusive and continuous responsibility of supervision of all uniformed, clerical and technical personnel.

This position shall consist of 55% administrative duties and 45% field work. The Chief of Police or Designee will have full discretion in the assignments.

When assigned, this position will command the Police Department during major events or emergencies along with daily operations.

Although primarily administrative in nature, certain assignments require extreme physical exertion.

As a Las Vegas Police Department Commander it is their duty to support the Chief of Police, Deputy Chief of Police and all other Command Staff. Further, it is their responsibility to ensure that all orders are relayed and carried out in a timely manner.

A Police Commander, under administrative direction: directs, manages, supervises and coordinates an assigned division within the Police Department; assists in criminal investigations and crime enforcement/prevention and provides complex administrative support to the Chief of Police and Deputy Chief of Police.

This is a broad classification with individual positions assigned to specific functional areas; duties and assignments may overlap depending on the operational needs of the department and staffing levels. Duty hours of this class vary significantly due to the requirement for 24 hour availability.

The Commander should be able to formulate operations and policies that will be consistent with the policies and procedures for this department.

The Commander will be capable of handling all duties required of subordinates.

Performance is evaluated on the basis of results obtained.

The principal duties of this class are performed in both a general office environment and outdoor environment that may include exposure to adverse weather conditions and potential personal danger.

Due to federal, state and departmental laws and/or regulations, the Commander must be able to maintain confidentiality and security regarding all legal and operational matters learned, seen or heard as a result of employment.

DESCRIPTION OF TASKS PERFORMED

- Assume management and supervisory responsibility of an assigned division and other personnel as assigned within the Police Department.
- Recommend and administer policies and procedures.
- Manage and participate in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommend and administer policies and procedures.
- Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within departmental policy, appropriate service and staffing levels.
- Plan, direct, coordinate and review the work plan for special event operations and police control needs; assign work activities, projects and programs; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems. Review crime and accident reports for accuracy and completeness; monitor major investigations or accidents; analyze crime patterns, frequency, traffic accident patterns and other information.
- Oversee and coordinate a variety of operations, services, and functions including but not limited to crime prevention, internal affairs, planning and research, juvenile programs, narcotics, Compstat Program (comparative statistics) and special enforcement.
- Shall maintain and inspect all department equipment. This is to ensure the functionality and up keep of the equipment used in the line of duty; to include vehicles assigned within the Section.
- Will review all official reports submitted by personnel during his/her tour of duty, and provide for immediate follow-up investigation when necessary, and proper dissemination of records information within the Department.
- Will be the liaison with all operating personnel and be directly responsible for the immediate assignment and follow-up of all official departments' duties.

- Recognize and provide positive reinforcement to those officers who are performing outstanding work and recommend through appropriate channels (via memo), an accommodation for work above and beyond expected standards.
- Review schedules and ensure timesheets are correctly completed and approved.
- Reviews daily bulletins and assigns officers as accordingly.
- Responsible for coordinating shift activities, making schedules.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints. May be assigned to conduct administrative inquiries / investigations.
- Train, motivate and evaluate department personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and recommend termination when appropriate.
- Shall follow the City of Las Vegas Personnel Ordinance and departmental policies and procedures; shall ensure compliance by subordinates.
- Complete staff studies and projects as assigned by the Chief of Police, Deputy Chief of Police or their designees.
- Must be able to perform all of the duties of a Police Officer.
- Oversee the most serious and complicated criminal investigations within the department; conduct complex investigations.
- Coordinate department activities with those of other departments, agencies and City officials.
- Assist with planning special operations, special events (sporting events, concerts, demonstrations, parades, etc.) and task forces.
- Review and approve requests for special assignments, transfers and training.
- Participate in the development and administration of the department budget; approve the forecast of funds needed for staffing, equipment, materials and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.
- Explain, justify and defend department programs, policies and activities; negotiate and resolve sensitive and controversial issues.
- Represent the Police Department to other departments, elected officials, media and outside agencies; coordinate assigned activities with those of other departments and outside agencies and organizations.
- Provide staff assistance to the Chief of Police and Deputy Chief; participate on a variety of boards, commissions and committees; prepare and present staff reports and other necessary correspondence.
- Attend and participate in City Council meetings, professional group meetings, and related events.
- Stay abreast of new trends and innovations in the field of law enforcement.
- Ability to deal with the public in a professional and courteous manner.
- Perform all other work related duties as required and assigned.

DESCRIBE MACHINE, TOOLS, EQUIPMENT, WORK AIDS USED

Copy machine, calculator, computer and printer, telephone, television, VCR/DVD, automobile, tape recorder, ear phones, fax machine and other general office materials and equipment. Standard issue police equipment necessary to fulfill the duties of the position.

Police Commander

GENERAL EDUCATION REQUIREMENTS

Must have a high school diploma or GED Equivalent.

SPECIAL VOCATIONAL REQUIREMENTS

LICENSE:

Must possess a valid New Mexico Driver's License and must be insurable by the City's insurance carrier.

CERTIFICATION:

Basic Law Enforcement Training Certification
Ability to meet Department's physical standards.
CPR Training

EXPERIENCE:

Must have completed appropriate management training courses, and must have a minimum of five years of police experience in the Las Vegas Police Department (note: supervisor experience is preferred). The Commander should be qualified to obtain a Command Level Management Certificate through the New Mexico Law *Enforcement* Academy, and shall also maintain an average of forty (40) hours of advanced training specifically in the areas of Management and Criminology Courses, as mandated by the New Mexico Law Enforcement Academy.

SKILLS:

Skill in the use of the tools and equipment of the trade. Ability to train and supervise subordinate personnel. Ability to perform work requiring good physical condition. Ability to effectively communicate in writing and verbally. Ability to establish and maintain effective working relationships with subordinates, peers and supervisors. Ability to give verbal and written instructions. Ability to make independent judgments which have critical impacts. Ability to perform all duties as a Police Officer.

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the public. Ability to communicate expectations to Officers and other subordinates through routine performance reviews.

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

KNOWLEDGE:

Thorough knowledge of modern law enforcement principles, procedures, techniques, and equipment. Thorough knowledge of applicable laws, ordinances, and department rules and regulations.

**WORK
ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed indoors and outdoors and occasionally in confined spaces. Subject to shift work, extended shifts, call-back status, and on-call status. Possibility of exposure to physical risk. The noise level in the work environment is usually moderate to loud occasionally.

**PHYSICAL
REQUIREMENTS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee is regularly required to: walk, sit, use hands and fingers, reach with hands and arms, talk and hear. May be required to stand for long periods. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds or more. This position must comply with physical fitness standards as set forth by the Department. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

NOTE: Due to the sensitivity of confidential information the position is subject to drug testing both pre-employment and random as set forth in the City of Las Vegas Drug Policy.

JOB DESCRIPTION APPROVED AND ADOPTED BY COUNCIL ON: _____

| | | | |
|--------------|------|----------|------|
| City Manager | Date | Employee | Date |
|--------------|------|----------|------|

CM/TDMMarch11

CITY COUNCIL MEETING AGENDA REQUEST

DATE: March 21, 2011 DEPT: Legal/Human Resources MEETING DATE: 3/23/11

ITEM/TOPIC: Publication of amended section of the Personnel Ordinance 11-08

ACTION REQUESTED OF COUNCIL:

Approval/Disapproval to Publish Personnel Ordinance 11-08 amending section 2-6-11.2 Vacation Leave, G., Vacation Leave Upon Retirement.

BACKGROUND/RATIONALE:

The proposed change is more efficient and allows the retiring employee the ability to receive a lump sum payout for the accrued leave the employee has earned.

STAFF RECOMMENDATION:

Approval to publish the amended section of the Personnel Ordinance 11-08 2-6-11.2 Vacation Leave, G. Vacation Leave Upon Retirement

COMMITTEE RECOMMENDATION:

THIS REQUEST FORM MUST BE SUBMITTED TO THE CITY MANAGER'S OFFICE NO LATER THAN 10:00 A.M. ON FRIDAY ONE AND A HALF WEEKS PRIOR TO THE CITY COUNCIL MEETING.

SUBMITTER'S SIGNATURE

REVIEWED AND APPROVED BY:




ALFONSO E. ORTIZ, JR.
MAYOR



TIMOTHY P. DODGE
CITY MANAGER

PURCHASING AGENT
(FOR BID AWARD ONLY)

PAMELA MARRUJO
INTERIM FINANCE DIRECTOR



DAVE ROMERO
CITY ATTORNEY

Approved as to Legal Sufficiency Only

(If Box is Initialed by City Mngr., Review and Sign)

2-6-11.2 Vacation Leave.

A. Vacation Leave shall be granted to regular status employees according to the following guidelines:

- 1. Regular full-time status employees with 1 to 60 months of service (1 to 5 yrs.) shall accumulate eight (8) hours vacation leave per month.**
- 2. Regular full-time status employees with 61 to 180 months of service (5 to 15 yrs.) shall accumulate ten (10) hours vacation leave per month.**
- 3. Regular full-time status employees with 181 months and over of service (15 yrs. and over) shall accumulate twelve (12) hours vacation leave per month.**
- 4. Department Directors shall accumulate twelve (12) hours of vacation leave per month equal to (18) working days per year regardless of seniority. Department Directors shall be allowed to accumulate up to three hundred and twelve (312) hours of vacation leave equal to thirty nine (39) regular working days.**

B. Scheduling.

Vacation leave shall be taken in increments but the employee may only take vacation leave if it has been accumulated. The Department Director or designee thereof shall schedule at their discretion vacation leave for all regular status employees upon the request of the employee once each calendar year, if the employee has accumulated forty (40) hours or more of vacation leave. No employee shall be granted more than twenty (20) days or one hundred sixty (160) hours of vacation within a twelve month period. Employee planning to utilize vacation leave shall give written notice of said leave, within a reasonable period of time, but no less than five (5) working days prior to taking vacation.

C. Pay for Vacation on Termination.

Any vacation leave accumulated but not taken at the time of termination shall be paid in full, after the separation form has been signed by the appropriate parties.

D. Regular status employees shall be allowed to accumulate up to two hundred twelve (212) hours of vacation leave, equal to twenty six and a half (26.5) regular working days.

E. Vacation leave is not accumulated for periods during the time an employee does not work due to suspension without pay, administrative leave without pay, or any other such leave identified to be without pay.

F. Donation of Vacation leave time.

Donation of vacation leave is prohibited.

G. Vacation leave upon retirement.

An employee, who has accumulated vacation leave at the time of ~~his/her~~ their retirement, shall have their leave paid out in a lump sum by the city upon availability of funds. This section applies retroactively to employees retiring after July 1, 2010. must take all accrued vacation leave hours just prior to actual retirement from the City. No cash lump sum payments will be made.

Mayor Alfonso E. Ortiz Jr.

ATTEST:

Casandra Fresquez, City Clerk