



## *Central Marin Police Authority*

Staff Report

**TO: Central Marin Police Authority Council**

**FROM: Management Committee  
Michael A. Norton, Chief of Police**

**DATE: May 12, 2022**

**RE: RESOLUTION NO. 2022/07 - MODIFYING THE HOURLY RATE OF THE CENTRAL MARIN POLICE AUTHORITY PART-TIME POLICE CADETS**

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### **ACTION REQUESTED**

That Council adopt Resolution No. 2022/07.

### **BACKGROUND**

On October 3, 2013, the Central Marin Police Authority Council adopted Resolution No. 16/13, authorizing a job classification change from part-time community service officer to part-time police cadet (refer to attachment #1). The resolution established a pay rate of \$14.00 to \$18.00 per hour for part-time police cadet.

On November 19, 2019, the Central Marin Police Authority Council adopted Resolution No. 2019/10, raising the top step of the part-time police cadet position to \$23.00 per hour (refer to attachment #2).

The Central Marin Police Authority relies on police cadets to provide most of our parking enforcement and to assist our police officers with many tasks. This in turn enables our police officers more time to perform essential police duties such as traffic enforcement and crime prevention. In addition, police cadets are often used to assist with complicated office tasks such as assisting our Police Records Specialists, our Property Technician, and our Human Resources Manager.

The police cadet position is also designed to be a pipeline for our future police officers. With recruitment and retention of police officers also becoming a priority for the Central Marin Police Authority, maintaining this pipeline is essential.



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### Staff Report

#### **DISCUSSION**

Over the last few years, we have been relying on Cadets to assist us more and more with complicated office tasks such as assisting our Police Records Specialists, our Property Technician, and our Human Resources Manager, in addition to providing parking enforcement. These more complicated tasks require a higher hourly rate to attract and retain qualified personnel.

Staff believes an increase in the top step of the hourly rate to \$27.00 per hour would be enough to attract and retain qualified police cadets.

#### **FISCAL IMPACT**

There would be minimal fiscal impact this fiscal year and the minimal fiscal impact would be absorbed into the current budget without any adjustments needed.

#### **STAFF RECOMMENDATION**

That Council adopts Resolution No. 2022/07 to modify the hourly rate of the part-time police cadets up to \$27.00 per hour.

Respectfully submitted,

Todd Cusimano  
Management Committee

Daniel Schwarz  
Management Committee

Dave Donery  
Management Committee

#### **Attachments:**

1. Resolution No. 16/13
2. Resolution No. 2019/10
3. Resolution No. 2022/07

**CENTRAL MARIN POLICE AUTHORITY  
RESOLUTION NO. 16/13**

**A RESOLUTION OF THE CENTRAL MARIN POLICE COUNCIL OF THE CENTRAL  
MARIN POLICE AUTHORITY AUTHORIZING A JOB CLASSIFICATION CHANGE  
FROM PART-TIME COMMUNITY SERVICE OFFICER TO PART-TIME POLICE  
CADET FOR THE CENTRAL MARIN POLICE AUTHORITY**

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**WHEREAS**, the Central Marin Police Authority was looking to expand and enhance its customer service and improving the functionality of its front office, while remaining true to its mission of remaining fiscally responsible. The classification of Police Cadet allows for greater staffing flexibility by expanding front counter duties, assisting officers in the field and performing ancillary duties as assigned; and

**NOW, THEREFORE, IT IS HEREBY RESOLVED**, by the Central Marin Police Council that effective October 3, 2013, the following job classification and salary range is hereby effective:

<u>POSITION</u>	<u>HOURLY SALARY RANGE</u>
Part-time Police Cadet	\$14.00 - \$18.00

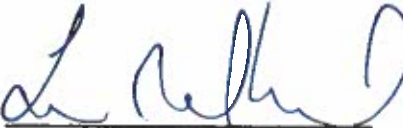
**IT IS HEREBY CERTIFIED** that the foregoing resolution was duly introduced and adopted at a public meeting of the Central Marin Police Council of the Central Marin Police Authority held on the 3<sup>rd</sup> of October 2013, by the following vote, to wit:

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AYES:	COUNCILMEMBER:	Chu, Ravasio, Rifkind, Greene, Furst, Coleman
NOES:	COUNCILMEMBER:	None
ABSENT:	COUNCILMEMBER:	McInerney (Coleman is alternate)
ABSTAIN:	COUNCILMEMBER:	None

ATTEST:

  
Dana L. Unruh, Clerk  
Central Marin Police Authority

  
Len Rifkind, Chair  
Central Marin Police Council

**CENTRAL MARIN POLICE AUTHORITY  
RESOLUTION NO. 2019/10**

**A RESOLUTION OF THE CENTRAL MARIN POLICE COUNCIL  
OF THE CENTRAL MARIN POLICE AUTHORITY  
MODIFYING THE HOURLY RATE OF THE PART-TIME POLICE CADETS**

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**WHEREAS**, the Central Marin Police Authority Council established the position of part-time police cadet pursuant to Resolution 16/13 at its October 3, 2013 meeting;

**WHEREAS**, the wage of the part-time police cadet was set at \$14.00 - \$18.00 per hours;


**WHEREAS**, staff now recommends an increase in the top step of the part-time police cadet wage up to \$23.00 per hour to assist with recruitment and retention of the position; and

**NOW, THEREFORE, BE IT RESOLVED**, that the Central Marin Police Council approves the increase in the hourly wage of the part-time police cadet position to \$23.00 per hour.

**IT IS HEREBY CERTIFIED**, that the foregoing resolution was duly introduced and adopted at a regular meeting of the Central Marin Police Authority Council on the 14<sup>th</sup> day of November 2019 by the following vote, to wit:

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AYES: COUNCILMEMBERS: *RAVASIO, BAILEY, WRIGHT, GREENE, CHU, WAY*  
NOES: COUNCILMEMBERS: *NONE*  
ABSENT: COUNCILMEMBERS:  
ABSTAIN: COUNCILMEMBERS:  
ATTEST:

  
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Zaneta Felfeo, Authority Clerk  
Central Marin Police Authority

  
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Bob Ravasio, Council Chair  
Central Marin Police Authority

**CENTRAL MARIN POLICE AUTHORITY  
RESOLUTION NO. 2022/07**

**A RESOLUTION OF THE CENTRAL MARIN POLICE COUNCIL  
OF THE CENTRAL MARIN POLICE AUTHORITY  
MODIFYING THE HOURLY RATE OF THE PART-TIME POLICE CADETS**

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**WHEREAS**, the Central Marin Police Authority Council last increased the top step of the part-time police cadet wage up to \$23.00 per hour at its November 12, 2019 Police Council Meeting;

**WHEREAS**, staff now recommends an increase in the top step of the part-time police cadet wage up to \$27.00 per hour to assist with recruitment and retention of the position; and

**NOW, THEREFORE, BE IT RESOLVED**, that the Central Marin Police Council approves the increase in the hourly wage of the part-time police cadet position to \$27.00 per hour.

**IT IS HEREBY CERTIFIED**, that the foregoing resolution was duly introduced and adopted at a regular meeting of the Central Marin Police Authority Council on the 12<sup>th</sup> day of May 2022 by the following vote, to wit:

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AYES: COUNCILMEMBERS:  
NOES: COUNCILMEMBERS:  
ABSENT: COUNCILMEMBERS:  
ABSTAIN: COUNCILMEMBERS:  
ATTEST:

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Rebecca Vaughn, Authority Clerk  
Central Marin Police Authority

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Bob Ravasio, Council Chair  
Central Marin Police Authority