

**ORDINANCE NO. 23-1171**

**AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE CITY OF DOUGLAS, COCHISE COUNTY, ARIZONA, TO UNDERTAKE A DEPARTMENTAL REORGANIZATION AFFECTING THE POLICE DEPARTMENT AND AMENDING ORDINANCE No. 631, 673, 728, 848, 04-871, 09-954, 13-1027, 18-1086, 19-1103, 19-1108, 21-1133, 22-1142, AND 23-1159; ESTABLISHING SEVERABILITY OF COMPONENTS OF ORDINANCE; AND ESTABLISHING AN EFFECTIVE DATE THEREOF.**

**WHEREAS**, Article IV, Section 1(A) of the City Charter provides that the “Council, by ordinance not inconsistent with this Charter shall provide for the organization, conduct and operation of the several offices and departments of the city as established by this Charter, for the creation of additional departments, divisions, offices and agencies and for their consolidation, alteration or elimination”; and

**WHEREAS**, Article VII, Section 5(2) of the City Charter provides that the alteration of a city department shall be by ordinance; and

**WHEREAS**, the police department is requesting a change to their structure to be able to support their accreditation and other administrative programs for the long term. The Douglas Police Department recognizes the benefits that accreditation status brings to the agency through peer review of internal policies, procedures, operations and training intended to promote industry best-practices and improved transparency with the community that the department proudly serves. The accreditation process is information intensive and time sensitive; and

**WHEREAS**, the City Manager recommends a reorganization in the police department adding one new position for FY 23/24 Budget and reducing the number of FTEs in one classification; and

**WHEREAS**, all relevant changes embodied in this reorganization Ordinance are set out in the organizational chart identified as Exhibit “1”; and

**WHEREAS**, the Mayor and Council find that the reorganization recommended by the City Manager will promote the effective and efficient provision of city services to the citizens of Douglas.

**NOW, THEREFORE, BE IT ORDAINED** by the Mayor and Council of the City of Douglas, Arizona, as follows:

**Section 1.** That Ordinance No. 631, Ordinance No. 673, Ordinance No. 728, Ordinance No. 848, Ordinance No. 04-871, Ordinance No. 09-954, Ordinance No. 13-1027, Ordinance No. 18-1086, Ordinance 19-1103, Ordinance No. 19-1108, Ordinance No. 21-1133, Ordinance No. 22-1142 and Ordinance No. 23-1159 are hereby amended and that the provisions of any and all ordinances in conflict with this Ordinance are repealed at the time this Ordinance becomes effective.

**Section 2.** The Police department requires the following actions for this reorganization:

- Reduce the number of Police Sergeants from 6 to 5.
- Create a full-time equivalent permanent status Police Administrative Programs Coordinator position, range 26.

**Section 3.** All relevant changes embodied in this reorganization Ordinance are set out in the organizational chart identified as Exhibit “1”.

**Section 4.** This Ordinance shall be effective thirty (30) days after final approval and adoption by the Mayor and Council.

**Section 5.** Should any section, clause or provision of this Ordinance be declared invalid, illegal or unconstitutional, such invalidity, illegality or unconstitutionality shall not affect the other provisions of this Ordinance.

**PASSED AND ADOPTED** by Mayor and Council of the City of Douglas, Arizona, this 10<sup>th</sup> day of January 2024.

\_\_\_\_\_  
Donald C. Huish, Mayor

Attest:

Approved as to form:

\_\_\_\_\_  
Alma Andrade, City Clerk

\_\_\_\_\_  
Denis Fitzgibbons, City Attorney

Prepared by:  
Rocio Garcia-Pedroza, HR Manager

**SUBMITTED BY:** Rocio Garcia-Pedroza, HR Manager

**MANAGEMENT TEAM REVIEW:** Ana Urquijo, City Manager

**FOCUS AREA:** Organization Improvements

**ORGANIZATIONAL  
IMPROVEMENTS:**

**SUBJECT:** **SECOND READING OF ORDINANCE NO. 23-1171**, an Ordinance of the Mayor and Council of the City of Douglas, Cochise County, Arizona, to undertake a **DEPARTMENTAL REORGANIZATION** affecting the **POLICE DEPARTMENT** and **AMENDING** the Ordinances No. 631, 673, 728, 848, 04-871, 09-954, 13-1027, 18-1086, 19-1103, 19-1108, 21-1133, 22-1142 and 23-1159; establishing severability of components of ordinance; and establishing an effective date thereof.

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**EXECUTIVE SUMMARY:**

Staff is bringing forward a reorganization affecting the City of Douglas Police Department for Mayor & Council's approval.

**BACKGROUND:**

Through the budget process, we currently have a limited status Accreditation Manager position approved for this fiscal year. The Douglas Police Department recognizes the benefits that accreditation status brings to the agency through peer review of internal policies, procedures, operations and training intended to promote industry best-practices and improved transparency with the community that the department proudly serves. The Arizona Law Enforcement Accreditation Program (ALEAP) was established by the Arizona Association of Chiefs of Police (AACOP) in 2018. ALEAP worked tirelessly to tailor industry-best practices for law enforcement throughout the great state of Arizona.

The accreditation process is information intensive and time sensitive. The police department is proposing instead of hiring a limited status Accreditation Manager, to eliminate the one vacant Police Sergeant position (1 of 6) and create a fulltime permanent Police Administrative Programs Coordinator position. This position will be in charge of the initial and ongoing accreditation process along with other administrative programs such as the body worn cameras.

**DISCUSSION:**

Below are the areas that require action as part of this reorganization:

**Police Department**

- Reduce the number of Police Sergeants from 6 to 5. (*approximate annual savings \$93,000*).
- Create a full-time equivalent permanent status Police Administrative Programs Coordinator position, range 26 (*approximate annual cost \$87,000*).

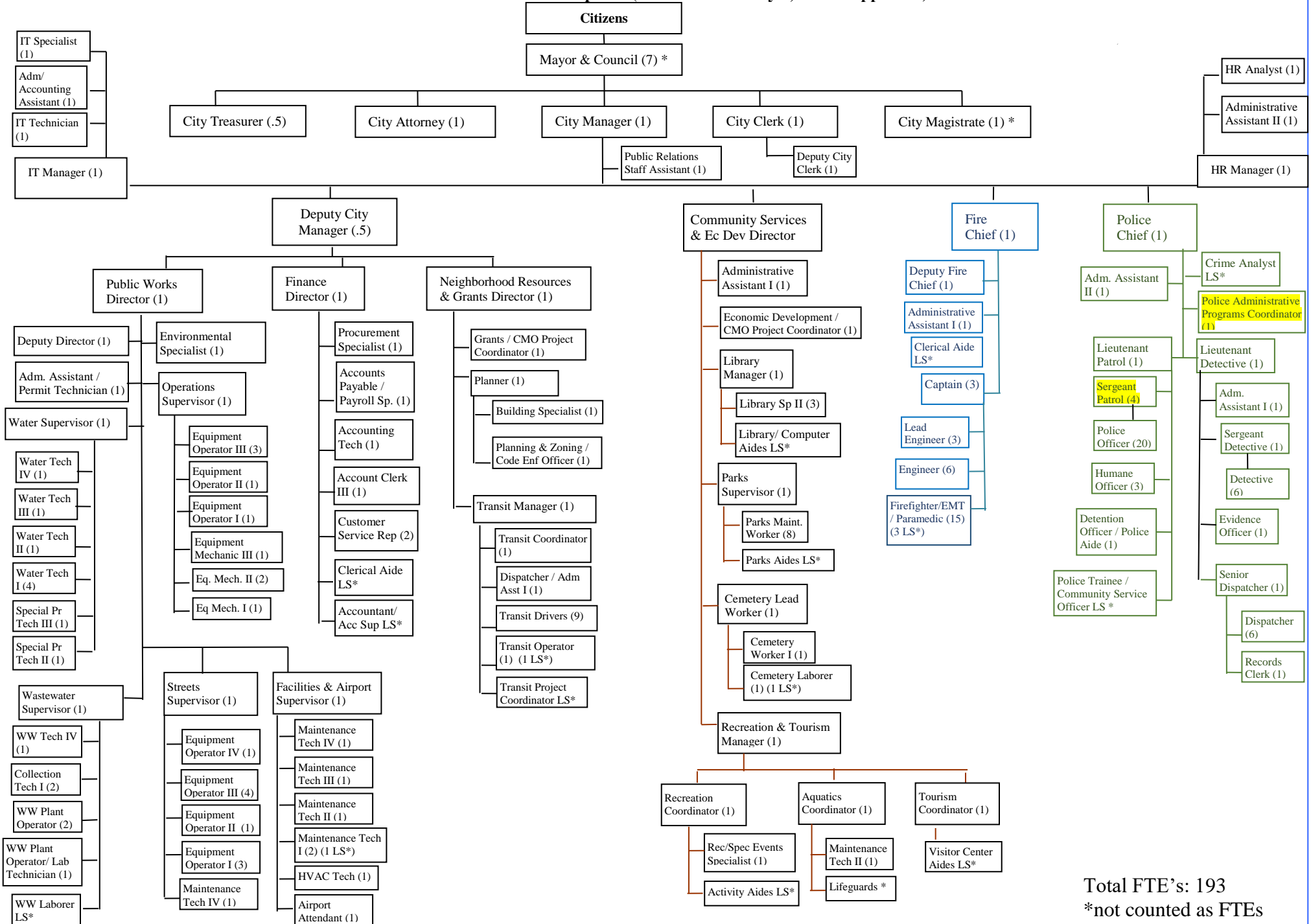
The attached documents include an organizational chart of all positions in the City.

**FISCAL IMPACT:**

Approximate annual net savings of \$6,000.

**“...I MOVE THAT THE MAYOR AND COUNCIL APPROVE THE SECOND READING OF ORDINANCE NO. 23-1171 BY NUMBER AND TITLE ONLY.”**

**City of Douglas Organizational Chart**  
**Fiscal Year 2023-2024 – Proposed (Effective February 9, 2024 if approved)**



Total FTE's: 193  
 \*not counted as FTEs

**01/2024**

**City of Douglas**

**Title: Police Administrative Programs Coordinator**

**Reports To: Chief of Police**

**Department: Police**

**FLSA: Exempt**

**Occupational Code: P**

**Range: 26**

**JOB SUMMARY:**

The primary purpose of this position is to manage the ALEAP accreditation function for the Douglas Police Department, as well as similar programs and continuous improvement processes (i.e. internal inspections and audits).

The Police Administrative Programs Coordinator will be tasked with managing the accreditation process for the agency, as well as similar programs and continuous improvement processes, including department inspections and policy review, revision and implementation. The tasks associated with the position will include but are not limited to collecting proofs of compliance, documenting adherence to established standards, assisting with staff inspections, advising on standard updates, and all other duties as assigned by the Chief of Police.

**ESSENTIAL FUNCTIONS:**

1. Manages the departmental accreditation process as mandated by the Arizona Law Enforcement Agency Program (ALEAP).
2. Serves as the department's representative to the Arizona Law Enforcement Association Program; and provides various presentations to Douglas Police Officers and command staff about accreditation, policy, and other planning matters.
3. Identifies and verifies compliance with established law enforcement standards, correcting any noted deficiencies through policy, training, or other administrative measures; reviews standards and ensures the department remains in compliance; stays abreast of all aspects of the accreditation process to include proposed changes or amendments to the standards, and assesses the impact of changes on current policies and procedures.
4. Assists staff in resolving quality assurance and accreditation noncompliance issues and findings.
5. Monitors measures designed to meet Commission Standards; completes, updates, and submits required reports, documents and forms pursuant to policy/procedure.
6. Updates policies, procedures, and files for primary and secondary proofs of compliance. Maintains accreditation files within the shared drive for the Department. ALEAP standards are categorized by chapter and subchapters.
7. Uploads policies, procedures, and proofs to meet assessments. Highlights portions of each item that meet the criteria for the ALEAP assessment. Conducts regular reviews of policies and procedures to meet all current ALEAP requirements. If policies or procedures are updated or changed in any way, the assessment must be updated.
8. Develops, writes, revises, and manages the department's catalog of policies and forms to meet accreditation standards.

9. Internal department inspections and audits performed per policy and procedures established.
10. Oversees annual Assessor reviews, coordinates and oversees mock and full onsite assessments, and attends the Commission review hearings.
11. Attends necessary Accreditation Manager training.
12. Prepares annual reports.
13. Manages the body worn camera program and assists with the redaction for public records requests.
14. Maintains the integrity, professionalism, values, and goals of the City by assuring that all policies, rules and regulations are followed and that accountability and public trust are preserved.
15. Supports the relationship between the City and the constituent population by demonstrating courteous and cooperative behavior when interacting with residents, visitors and City staff; enthusiastically promotes the City's goals and priorities in compliance with all policies and procedures.
16. Works in a safe manner and reports unsafe activity and conditions. Follows City-wide safety policy and practices and adheres to responsibilities concerning safety prevention, reporting and monitoring as outlined in the City's Safety Handbook.
17. Maintains regular and reliable attendance.
18. May perform other duties as assigned.

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of the City's governmental organization, City Code, policies, and procedures.
- Knowledge of the Police Department's organization, policies, and procedures.
- Knowledge of general office procedures, methods, and equipment.
- Knowledge of training methods and techniques appropriate to the assignment.
- Knowledge of principles, practices, methods, materials, and equipment including personal computers, word processing, spreadsheet and data base applications, calculators, and adding machines.
- Knowledge of occupational hazards, safety precautions, and compliance requirements.
- Knowledge of OSHA compliance and regulations as they pertain to the functions of this position.
- Skill in developing and presenting training and orientation to staff.
- Skill in using a variety of computer software to include word processing, database and spreadsheet applications.
- Skill in managing records management.
- Skill in scheduling.
- Skill in providing customer service.
- Skill in operating a variety of office equipment, including personal computers, telephones, calculators, computer terminals, and typewriters.
- Skill in utilizing public relations techniques in responding to inquiries and complaints.

- Skill in communicating effectively, both orally and in writing.
- Ability to maintain accurate records and files.
- Ability to handle multiple projects.
- Ability to prepare reports.
- Ability to establish and maintain effective working relationships with City departments and employees, state/federal/local elected officials, department heads, assigned staff, business and professional groups, other agencies, and the general public.

#### **MINIMUM QUALIFICATIONS:**

##### Education and/or Experience:

Associates degree in Business Administration, Public Administration, Management, or a closely related field; and four (4) years of full-time administrative/management analyst experience in analytical evaluations and studies to prepare related reports and recommendations; or any equivalent combination of education, experience, and training which provides the knowledge and abilities necessary to perform the essential functions of the position in the assigned department. Considerable experience with the ALEAP accreditation process preferred.

##### Background

Ability to pass a complete background check

#### **LICENSING, CERTIFICATION, AND OTHER REQUIREMENTS:**

Valid Arizona (Class D) driver's license

Completion of PowerDMS user training upon hire

ALEAP Accreditation training upon hire

Must complete CPR course

**Job description above approved on \_\_\_\_\_ by**

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**Ana Urquijo, City Manager**