



CITY OF RICHMOND

REPORT TO COMMITTEE

TO: Community Safety Committee

DATE: March 29, 2001

FILE:

FROM: Don Pearson,
Manager, Operations Support

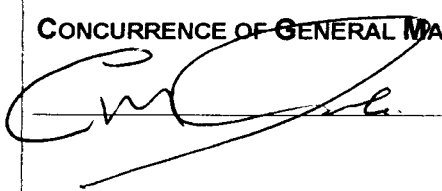
RE: RCMP Staffing - City Employees - Exhibit Custodian

STAFF RECOMMENDATION

1. An additional City Employee position be approved for the RCMP. This position will replace the RCMP, Special Constable currently performing the duties of Exhibit Custodian.
2. The City approve the use of auxiliary staff to work in the Exhibits function. The total cost of the new City Employee and the auxiliary hours will not exceed the current budgeted cost of the RCMP Special Constable.
3. The City correspond with the Attorney General of British Columbia to advise of the reduction in the establishment of the Richmond RCMP by one (1) position.
4. The City and the RCMP agree to evaluate the workload in the Exhibits Unit after a period of one (1) year.



Don Pearson
Manager, Operations Support

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ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
R.C.M.P.....	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	
Human Resources.....	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	
Budget.....	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	

STAFF REPORT

ORIGIN

There are two concerns relating to the exhibit function within the Richmond Detachment of the RCMP. One is the high cost of having the duties of the Unit performed by an RCMP member. In round figures the cost is estimated to be 25% more than having a City Employee perform the same function. The other relates to the increased workload of the Unit and the ongoing need to backfill the function with RCMP Constables. This interferes with the primary duties of these members and, again, is far more costly than having a City Employee do the same duty.

FINDINGS OF FACT

The Exhibit Custodian at the Detachment was a City Employee until May of 1996 when it was converted to an RCMP position and subsequently staffed by a Special Constable. The conversion of the position was done for reasons that were, at the time, considered operationally essential. With the position now being designated as a police function all assistance to the Exhibit Custodian became the responsibility of the RCMP.

There is a need for the exhibits to be accessible to the RCMP during normal working hours from Monday to Friday. Members will routinely need exhibits for court and they must be able to rely on someone being available to get them as and when required.

Other large Detachments have been contacted and all have, or plan to have, City Employees performing the Exhibit function. The positions are classified at pay grade 17 at these other locations.

ANALYSIS

The review of other Detachments indicated that Richmond is an anomaly in having an RCMP resource doing this job. There is one other location with a Special Constable and he is a long serving member (25+ years of service) and the intention is to replace this member with a City Employee when he retires in the near future. The pay grade for the position is seventeen (17).

Current demand for exhibit services demonstrate a need for additional resources in the Exhibit Unit to meet the operational needs of the RCMP. Savings from this conversion will be sufficient to fund auxiliary assistance as required.

A City Employee in the position as this should ensure some more consistency in the operation of the Unit as there will be more flexible staffing options through the use of fulltime and auxiliary staff. Further, the position is at a higher pay grade than most of the City positions at the RCMP and this will provide an additional opportunity for staff.

FINANCIAL IMPACT

The Special Constable position is budgeted at \$65,000 in 2001.

Hiring a City Employee at pay grade 17 would result in salary and benefit (calculated at 22% of salary) costs ranging between \$39,190 at step 1 and \$46,173 at step 5. The cost savings to the City would therefore be between \$18,827 and \$25,810 (2001 budget figure less cost of a City Employee).

Hiring an auxiliary on an "as required" basis, to assist in Exhibits, at pay grade 17, would cost between \$19.77 and \$23.24 per hour depending on the pay step of the person. Dividing this number by the reduced cost would result in between 810 and 1,305 hours being available for auxiliaries in the exhibits unit.

CONCLUSION

This proposal rectifies a staffing issue at the RCMP Detachment by converting an RCMP position to City Employee. It further has economic value for the City by reducing the costs for staffing a position and at the same time provides an avenue to make funds available to supply auxiliary resources to this function.

It is intended to evaluate, on an ongoing, basis the workload of the Unit, and after the new City Employee and the auxiliary staff have been in place for a period of one (1) year, to assess whether current staffing levels are satisfactory. During this year a new exhibit tracking system will be introduced as one module of the new Record Management System and this should provide an enhanced audit capability for analyzing the workload of the Unit. In addition the review will examine historic trends in the number of exhibits, number of files with exhibits and new policy with regard to the handling of exhibits. The study will consider, as well, any further automation or equipment requirements, which would assist in minimizing the direct labour costs, associated with this function.


Don Pearson
Manager, Operations Support

DP:dp