

TOWN OF GRANBY

Board of Trustees

MEETING DATE: JANUARY 12, 2021

- Consent Agenda
- Resolution or Ordinance
- Citizen Requests
- Public Hearing
- Committee/Staff Reports
- TOWN CLERK
- FINANCE DIRECTOR
- BUILDINGS AND STREETS
- ECONOMIC DEVELOPMENT
- PUBLIC SAFETY
- RECREATION
- WATER DEPARTMENTS
- MAYOR
- TOWN MANAGER
- TOWN ATTORNEY
- Other
- Executive Session
- Workshop

TIME OF AGENDA ITEM: 6:35 PM

Agenda Request No. 3

**MEETING TO BE HELD AT:
Town Hall, Zero Jasper Avenue
Granby, CO 80446**

**(3) POLICE DEPARTMENT UPDATE AND MOTION TO APPOINT INTERIM CHIEF OF POLICE / TOWN MANAGER AND OATH OF OFFICE / TOWN CLERK TO ADMINISTER OATH OF OFFICE
6:35 PM**

MEMO



To: Mayor and Board of Trustees
From: Ted Cherry, Town Manager
Cc: Deb Hess, Town Clerk
Date: 1.12.2021
Re: PD Info and Interim Chief Appointment

Summary: The Board was provided with the attached memo soon after Chief Jim Kraker resigned last month. It laid out a proposed plan of action for the Police Department and how it would function during this transitional period. The Mayor and Manager are confident the PD is able to function normally moving forward during transition. There will be some hurdles that need to be crossed, but this is not outside of the norm when dealing with transition. The focus will be on maintaining the department and having open lines of communication amongst its members, the manager, and the Mayor.

Sgts. Ryan-Williams, Heitzenrater, and Stark will be available to take questions from the Board. If we are not able to answer at the meeting we will follow up with the group.

Staff would request any guidance about what the Board would like to see during this transitional period of time.

Sgt. Stark will be on hand as we would ask that he is sworn in as the interim Chief of Police

Financial Impact: None

Recommendation: The Manager would recommend the appointment of Jonathan Stark as the interim Chief of Police.

Additionally, the Manager would ask the Board to have a discussion about next steps for the PD as well as come prepared with any questions they may have on this issue.

MEMO



To: Mayor and Board of Trustees
From: Ted Cherry, Town Manager
Cc: Town Department Heads
Date: 12.22.2020
Re: Chief of Police Action Plan

As you are aware Chief Kraker resigned from his employment with the Town of Granby on December 14, 2020. His last day of employment with the Town will be January 1, 2021. I know there are a number of questions and concerns on how the PD will continue working. Below is an interim plan.

Chief Kraker and the PD staff have designed the department in more of a decentralized command structure. His current role is more oversight oriented while still doing patrols. Jonathan Stark, Jeff Heitzenrater, and Amy Ryan-Williams are the sergeants and are involved in helping with the responsibilities of the department. Because of this command structure not much will have to change immediately. Communication will be key during this transition time frame to ensure. The sergeants have been through Command School so we are in positive territory because of that.

After meeting with the Chief Kraker, the sergeants, and Mayor Hardy we are on the same page on how to move forward.

- First we would name an interim Chief of Police, and it is understood at this time for Officer Stark to take this role on
 - We would expect this to be in place for at least the first quarter of 2021, or longer, to allow for a good plan to be put into place for replacement of Kraker.
 - This is doable because of the decentralized command structure
- Ted will have weekly meetings with Heitzenrater, Stark, and Ryan-William to ensure communication is making it up and down the chain of command
- Scheduling will need to be adjusted accordingly depending on the staffing situations month to month
 - We have to keep Covid in mind, but hopefully the vaccine will be available to PD staff the beginning of January
 - A few officers have children on the way as well which we will have to schedule around
 - Winter Park/Fraser PD is available to us in the event we need backup
- A member of the PD staff will be available for all Board meetings during the transition time for questions
 - Outside of Board meetings I would ask that questions, comments, or concerns from the Board to be run through Ted to ensure nothing gets dropped and communication to the department is coming from one source

During this transition period the focus is going to be on maintaining coverage and enforcement, communication as a whole, responsibility dissemination of Kraker's duties, continuing to foster a positive PD for the community, and continuing to work in efficient and effective ways.

Please let me know if there are questions regarding this. I am planning to have the 3 sergeants available at the next Board meeting on Jan. 12 for questions and answers.

Thank you for your understanding during this time of transition.

Ted Cherry

Town Manager

Police Department Structure

And Promotional Process

History

- From 2005 through 2016, the Granby Police Department operated on a centralized command structure. The Chief of Police was primary control over all operations.
- A Police Sergeant was responsible for day to day operations and directing police personnel in patrol function. The Police Sergeant was also the acting Chief of Police in the Chief's absence.
- An Administrative Assistant was in place with the primary function of records management and office secretarial duties. This position also served as Property/Evidence Technician.

Facts

- The Chief of Police position in a town of this size, and within a police department consisting of six sworn officers, has a variety of responsibilities and functions. Typically working 40-60 hours per week, the Chief of Police also performs Patrol Sergeant functions as the control of patrol must incorporate 24/7 oversight. In the absence of a Patrol Officer, the Chief of Police also responds to calls-for service.
- The Police Sergeant position also serves numerous functions to include conducting Internal Affairs investigations, criminal investigations, reporting administration, direction of training, patrol scheduling and responding to calls-for-service.
- The Administrative Assistant (AA) has diverse function including advisement and assistance to the Chief of Police in the day to day control and administration of the police department and all of its personnel. In addition the AA has direct control of the departments Property/Evidence Room and related collection/submission/dispersal process. This function also includes the direct supervision of a department employee who serves in support of the Property/Evidence function. The AA also serves as Municipal Court Clerk and records management technician.

Discussion

As a small police department, the Granby Police Department is very busy and I anticipate internal growth in the near future due to call volume, increased offered community services and town economic growth. I also have a unique insight to its past structure and function and I believe that I have experienced numerous lessons during that time which enable me to create a new management structure to lead us into future success as an agency, and as a community.

Progress as a police department within the historical centralized command structure was minimal and cumbersome, placing a large amount of the responsibility and workload on one or two persons and as a result numerous economic and holistic opportunities were missed and the benefits to the community were not achieved. By example, grant

opportunity, through federal and state venues, were often overlooked and not applied for due to the failure to diversify the workload by department structure.

The centralized command structure also failed to address succession beyond the Sergeant level and gave very little incentive for line officers to stay in this department. This was evident when two patrol officers took command positions in the Grand County Sheriff's Department.

.Jim Kraker

Patrol Cpl. Duties

- Reports
 - Review, direction, and counseling in regards to department RMS system and officers submitted reports.

- Property/Evidence (Co-Person)
 - Assist Admin Sgt. with managing the Property/Evidence to include primary control in Admin Sgt.'s absence

- Trainings
 - Planning and implementation of handgun/patrol training and qualification program.
 - Planning and implementation of arrest control program.

- ERT Liaison
 - Primary contact for ERT related functions.

- Vehicles
 - Manage vehicle inventory and inspection program.

- Impound Lot Management
 - Development and management of vehicle impound lot.

- Scheduling
 - Assist in department scheduling.

Patrol Sgt. Duties

- Internal Affairs
 - Conduct IA investigation at the discretion of the Chief of Police or under the direction of the Town Manager.

- Investigations
 - Direct and oversee the investigations conducted by patrol officers.
 - Conduct investigations as directed by the Chief of Police.

- School Resource Officer (Administrative)
 - Direct and oversee the SRO program to include the SRO directly.

- Municipal Court Officer
 - Oversee the monthly function of Municipal Court to include the review of Summons's and Cases as presented to the Court.
 - Prepare and direct police officers in court process.

- Code Enforcement
 - Oversee Code Enforcement Officer and direct program.

- Drug Task Force
 - Establish inter-agency cooperation.

- Officer Wellness
 - Establish and maintain an officer wellness program to include physical and psychological fitness.