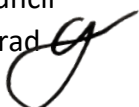




POLICE DEPARTMENT
CITY OF BURLINGTON

To: Board of Finance and City Council
From: Acting Chief of Police Jon Murad 
Date: Thursday, April 27, 2023
Re: Creation of one (1) new position, the Assistant Director of CAIP, within the Police Department

Executive Summary:

The Burlington Police Department (BPD) is requesting:

- The creation of an “Assistant Director of CAIP,” a Regular, Full-time, exempt, non-union, Grade 24 position

Background:

In accordance with the BPD’s efforts to develop new methods of response to public safety issues that do not automatically rely on armed, sworn police officers, the BPD seeks to create an Assistant Director of CAIP (Crisis, Advocacy, Intervention Programs). This would be an executive-level position in the BPD, with an organizational rank equivalent to Deputy Chief, reporting directly to the Chief of Police. The position will oversee, supervise, manage, and administer the BPD’s non-enforcement response capacities, which are collectively known as the CAIP. The largest components of CAIP are the Community Support Liaisons, or CSLs, and the in-development Crisis Response Team.

CAIP includes the Domestic Violence Victim’s Advocate; the Community Support Supervisor (CSS) and the six CSLs; the Victims Service Specialist (who is also co-assigned to CEDO); and the Crisis Team Supervisor (CTS) and the four-person Burlington CARES team. The BPD’s Domestic Violence Prevention Officer, or DVPO, also sits in CAIP but reports to the Deputy Chief of Operations. CAIP addresses conditions that do not require police intervention but have a public safety, public health, or quality-of-life nexus—ranging from victim’s services to domestic violence to crisis intervention. This includes issues around houselessness, substance-use disorder, and mental health.

The Burlington Police Commission was consulted prior to seeking Council approval for this new position.

Financial Impact:

This position is a Grade 24, with a Step 1 salary of \$88,025 rising to a Step 15 salary of \$105,118. If this position is hired in FY23, there is sufficient funding within the Police Department budget. Mayor Weinberger plans to include ongoing funding for this position in the FY24 budget.

Motions:Board of Finance Motion

To approve and recommend that the City Council approve the:

- The creation of an “Assistant Director of CAIP,” a Regular, Full-time, exempt, non-union, Grade 24 position within the Burlington Police Department.

City Council Motion

To approve the:

- The creation of an “Assistant Director of CAIP,” a Regular, Full-time, exempt, non-union, Grade 24 position within the Burlington Police Department.

Cc: Kerin Durfee, Human Resources Director

City of Burlington Job Description

Position Title: **Assistant Director of CAIP**

Department: **Police**

Reports to: **Chief of Police**

Pay Grade: 24

Job Code: xxx

Exempt/Non-Exempt: Exempt

Union: Non-Union

General Purpose:

The Assistant Director of CAIP (Crisis, Advocacy, Intervention Programs) is an executive-level position in the Burlington Police Department (BPD), reporting directly to the Chief of Police. The position has an organizational rank equivalent to Deputy Chief but has no operational direction over sworn police officers. The Assistant Director of CAIP must be an inspirational leader who can oversee, supervise, manage, and administer the BPD's non-enforcement response capacities, specifically CAIP. CAIP includes:

- The Domestic Violence Victim's Advocate
- The Community Support Supervisor (CSS) and the Community Support Liaisons, or CSLs
- The Victims Service Specialist
- The Crisis Team Supervisor (CTS) and Burlington's Crisis Assessment, Response, Engagement Service (Burlington CARES)

CAIP addresses conditions that do not require police intervention but have a public safety, public health, or quality-of-life nexus—ranging from victim's services to domestic violence to crisis intervention. This includes issues around houselessness, substance-use disorder, and mental health. CAIP uses person-centered approaches, provides trauma-informed care, and emphasizes culturally competent responses to support those who have experienced harm. CAIP works in conjunction with other social-service providers throughout Burlington and Chittenden County to help fill gaps and build bridges, and the Assistant Director of CAIP must be a proven bridge builder.

Essential Job Functions: (This section outlines the fundamental job functions that must be performed in this position. The "Qualifications/Basic Job Requirements" and the "Physical and Mental/Reasoning Requirements and Work Environment" state the underlying requirements that an employee must meet in order to perform these essential functions. In accordance with the Americans with Disabilities Act, reasonable accommodations may be made to qualified individuals with disabilities to perform the essential functions of the position.)

- Oversees and manages administrative work related to BPD's alternative response programs within CAIP, including direct supervision of the CSS, the Domestic Violence Victim's Advocate, and the CTS.

- Co-supervises the Victims Service Specialist in conjunction with supervisors at the Burlington Community & Economic Development Office (CEDO).
- Works closely with the sworn-officer Domestic Violence Prevention Officer.
- Responsible for the BPD's oversight of Burlington CARES, a co-response team consisting of qualified mental health providers and medical personnel, in conjunction with leadership in the Burlington Fire Department and at the University of Vermont Medical Center (UVMHC), each of which has certification jurisdiction over the medical personnel.
- Responsible for securing and managing grants to help fund CAIP-relevant work, such as reporting requirements associated with grants for the Burlington CARES program.
- Supports the CSS, who is the primary point of contact for the BPD's relationship with the Burlington Parks Recreation Waterfront department (BPRW), specifically the Urban Park Rangers, as well as other City of Burlington departments that address issues around homelessness, substance-use disorder, and chronic mental health conditions. Supervises the CSS on execution of the City's encampment policy.
- Serves as the BPD's primary point of contact for entity-level relationships with Howard Center (as opposed to the case-level or employee level), including but not limited to Street Outreach, First Call, and Act One.
- Serves as the BPD's primary point of contact for entity-level relationships with partner agencies in the social-service sphere, including but not limited to UVMHC, the Vermont Department of Mental Health, the National Alliance on Mental Illness (NAMI), NFI Vermont, the Champlain Valley Office of Economic Opportunity (CVOEO), etc.
- Represents the BPD at CommSTAT and other, similar multi-stakeholder meetings.
- Represents and serves as a voice for the BPD's alternative response capacities at public hearings or meetings and with the news media, as necessary.
- Guides the further development of new alternative response capacities as community needs become apparent.
- Performs administrative tasks related to managing CAIP, including scheduling, personnel evaluations, and performance management.
- Assists the Recruitment Officer in hiring new members of CAIP, including helping to interview and vet candidates.
- Along with the CSS, the Training Coordinator, sworn administrative staff, and sworn-officer instructors, helps co-design and administer field training for new CAIP members and recurring in-service training for Community Support Liaisons as necessary.
- Participates on hiring panels and promotional panels for BPD employees who are not part of CAIP.
- Reviews CAIP members' written work product, offering necessary guidance and applicable corrections.
- Prepares required paperwork and produces regular reports related to CAIP.

- Assists with administering the disciplinary process for personnel in CAIP, including but not limited to examining citizen complaints, conducting administrative reviews, and, in conjunction with sworn personnel, conducting internal investigations.
- Issues performance instruction and, together with the Chief of Police, offers discipline in keeping with Charter §3-185, personnel policy, and any applicable collective bargaining agreement.
- Performs all other duties as directed by the Chief of Police.

Qualifications/Basic Job Requirements:

- Ability to actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
- Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development.
- Bachelor's degree required, Master's Degree in Public Administration or Social Work or related field strongly preferred.
- Eight (8) years' work experience in social-services provision, and/or mental-healthcare work, and/or policing or the criminal-justice system required; must be able to demonstrate familiarity with trauma-informed approaches.
- Must be an engaging and motivational leader, capable of developing innovative programs and guiding, developing, and coaching the people who make programs work.
- Must possess very strong interpersonal and presentational communication skills. This position will require not only communicating within the Police Department but also with a variety of partner agencies, community groups, and governmental entities. Must communicate effectively in both oral and written formats.
- Must possess management and leadership experience, and be able to demonstrate a history of progressively increasing responsibilities as well as the supervision and motivation of teams.
- Ability to establish and maintain positive working relationships with co-workers, subordinates, and the public in a team environment.
- Comfort working in a law-enforcement environment.
- Ability to organize and prioritize workflow.
- Must possess a high level of personal creativity, initiative, and enthusiasm to work within a constantly changing organization and lead aspects of that change.
- Must complete a PHI and pass a fingerprint-supported criminal background check.
- Must be able to meet Criminal Justice Information Services (CJIS) standards established by the Federal Bureau of Investigation (FBI) within six (6) months of hire date. Obtain and maintain Vermont Criminal Information Center (VCIC) and National Crime Information Center (NCIC) certification.

- Must possess a strong working knowledge of standard office equipment and Microsoft Office applications; ability to learn and operate City scheduling software and related management systems
- Regular attendance is necessary and is essential to meeting the expectations of the job functions. Ability to work nights, weekends and holidays as required.
- Must pass physical examination by the Medical Board, including a drug test.
- Ability to travel to and from various work sites within the City of Burlington.
- Ability to obtain a valid driver's license within 45 days of hire and the continued maintenance of a valid driver's license. Operation of a City vehicle or personal vehicle to conduct City business without providing proof of a valid driver's license to Human Resources will not be permitted.
- Ability to understand and comply with City standards, safety rules, personnel policies, and collective bargaining parameters.
- Ability to work independently, and manage and prioritize multiple tasks.
- Ability to apply tact and discretion in working with the public.
- Ability to establish and maintain positive and effective employee and public relations.

Physical Mental/Reasoning Requirements; Work Environment:

These are the physical and mental/reasoning requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental/reasoning requirements will not automatically disqualify a candidate or employee from the position.

x seeing	x ability to move distances	x lifting(specify)
x color perception (red, green, amber)	within and between warehouses/offices	20 pounds
x hearing/listening	___ climbing	___ carrying (specify)
x clear speech	___ ability to mount and dismount forklift/truck	___ pounds
x touching	x pushing/pulling	___ driving (local/over the road)
x dexterity		
x hand		
x finger		
___ reading - basic	___ math skills – basic	x analysis/comprehension
x reading – complex	x math skills – complex	x judgment/decision making
___ writing – basic	x clerical	
x writing - complex		
___shiftwork	___ outside	___ pressurized equipment
x works alone	___ extreme heat	___ moving objects
x works with others	___ extreme cold	___ high places
x verbal contact w/others	___ noise	___ fumes/odors
x face-to-face contact	___ mechanical equipment	___hazardous materials

x inside

x electrical equipment

x dirt/dust

Supervision:

Directly Supervises: 4

Indirectly Supervises: 10

Approvals:

Department Head: _____ Date: _____

Human Resources: _____ Date: _____

04/14/2023

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DRAFT

Board of Finance and City Council Submission ChecklistDepartment: Police Submitter: Acting Chief of Police Jon MuradTitle/Subject: Creation of ADCAIP

	Approval:	Meeting Date:
☒	Board of Finance	5/1/2023
☒	City Council	5/1/2023
☐	Concurrent	Click or tap to enter a date.

This form must be completed by the person submitting the materials, and sent with the final submission. Please do not indicate that a signoff was received until it has actually been obtained.

Signoffs Received

Signoff Needed	Received	Date Received	Note
Department Head	Yes	4/20/2023	Click or tap here to enter text.
Mayor's Office informed and approved memo	Yes	4/20/2023	Click or tap here to enter text.
Board/Commission, if required	Choose an item.	Click or tap to enter a date.	Click or tap here to enter text.
City Attorney's Office has approved contract and/or legal documents, -Identify attorney in note	N/A		Click or tap here to enter text.
City Attorney's Office has approved memo and motion(s) or resolution(s) -Identify attorney in note	Yes	4/20/2023	Click or tap here to enter text.
CAO has reviewed budget, financing, and memo	Yes	4/20/2023	Click or tap here to enter text.
Human Resources, if personnel action -Identify HR Manager in note	Yes	4/21/2023	Kerin Durfee Lynn Reagan
CIO, if an IT-related investment/purchase	N/A	Click or tap to enter a date.	Click or tap here to enter text.

Materials Included

	Included?	Note
Final Memo Attached?	Yes	Click or tap here to enter text.
Contract Attached, if applicable?	N/A	Click or tap here to enter text.
Additional Materials, if necessary	Yes	Job description
Draft Resolution or Motion?	Yes	Click or tap here to enter text.
If for submission to Council, are sponsors identified?	N/A	Click or tap here to enter text.