

**NOTICE OF A SPECIAL MEETING OF THE  
ASHEBORO CITY COUNCIL**

**Thursday, November 20, 2008**

**5:00 p.m.**

Notice of a special meeting of the City Council of the City of Asheboro, North Carolina is hereby given. This meeting will be held on Thursday, the 20<sup>th</sup> day of November 2008 at 5:00 p.m. in the council chamber of the City of Asheboro Municipal Building located at 146 North Church Street in Asheboro.

This special meeting of the Asheboro City Council has been called for the purpose of allowing the mayor and members of the Asheboro City Council to consider the following agenda items:

1. An update is to be provided by consultant Stephen K. Straus, Ph.D. concerning the progress he has made in conducting a job analysis, including the use of focus groups, that will be used to design and administer an assessment center for the position of Chief of Police.
2. As a result of the job analysis conducted by Dr. Straus, a resolution to approve a revised job description for the position of Chief of Police is to be considered by the council.
3. As a continuation of the council's discussion during the special meeting on October 28, 2008, council members will be given the opportunity to provide planning department staff members with comments concerning the principles that should guide the staff's efforts to create a zoning district or districts complimentary to the B2 zoning district.

This notice is issued on the 14<sup>th</sup> day of November 2008 in accordance with the laws and ordinances of the State of North Carolina and the City of Asheboro.

s/ David H. Jarrell  
David H. Jarrell, Mayor  
City of Asheboro, North Carolina

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**SPECIAL MEETING  
ASHEBORO CITY COUNCIL  
COUNCIL CHAMBER, MUNICIPAL BUILDING  
THURSDAY, NOVEMBER 20, 2008  
5:00 p.m.**

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This being the time and place for a special meeting of the City Council, a meeting was held with the following officials and members present:

David H. Jarrell ) – Mayor Presiding

Talmadge S. Baker )  
Edward J. Burks )  
Linda H. Carter )  
J. Keith Crisco ) – Council Members Present  
Walker B. Moffitt )  
Archie B. Priest, Sr. )  
David H. Smith )

John N. Ogburn, III, City Manager  
Dumont Bunker, P.E. City Engineer  
Holly H. Doerr, City Clerk/Senior Legal Assistant  
John L. Evans, Planner  
T. Myers Johnson, Human Resources Director  
R. Reynolds Neely, Jr., Planning Director  
O. Lynn Priest, Community Development Director  
Deborah P. Reaves, Finance Director  
Jeffrey C. Sugg, City Attorney

**1. Call to Order.**

Mayor Jarrell called the meeting to order for the transaction of business, and business was transacted as follows.

**2. Update by Stephen K. Straus, Ph.D. concerning the progress he has made in conducting a job analysis, including the use of focus groups, that will be used to design and administer an assessment center for the position of Chief of Police.**

Dr. Stephen K. Straus presented a revised job description for the position of Chief of Police. Dr. Straus reported that he had met with various groups comprised of personnel from the Police Department and city administration, representatives from the criminal justice community, and citizens in order to receive feedback on the challenges of the police department and what is expected of a new police chief. During his meetings, he learned that there was general satisfaction with the current police department administration, but there was also great concern about growth in crime, specifically with gangs. According to Dr. Straus, the new chief needs to be someone who will continue to be visible and active in the community. Additionally, the police department should have more community policing. With all these factors in mind, he suggested revising the job description for the position of Chief of Police.

Dr. Straus expressed the importance of encouraging internal candidates to apply for the position. Likewise, he recommended that the department have a succession plan so that qualified candidates may have the opportunity to advance to higher positions within the department.

Candidates applying for the position of Chief of Police would be evaluated through an assessment center designed by Dr. Straus. The center, as currently envisioned, would contain four exercises, an interview, role play, a written plan on how to deal with certain situations, and a presentation. These exercises would be evaluated by other municipal police chiefs, and these evaluations would be used to determine if any of the internal candidates are qualified to be chief and if they are, the qualified candidates would be ranked. If the assessment center evaluations do not identify a viable candidate from the group of internal applicants, the selection process would be opened to external candidates. Ultimately, Mr. Ogburn will take this information and make the final decision as to who will be the next Chief of Police.

Throughout discussion, Council members were concerned with the education and experience portion of the description and felt that "[g]raduation from an accredited college or university with a Bachelor's degree..." should be fulfilled within twenty-four (24) months of appointment. Dr. Straus emphasized that the Bachelor's degree requirement was important to the position of Chief of Police.

**3. Consideration of a resolution to approve a revised job description for the position of Chief of Police.**

After discussion, and upon motion by Mr. Crisco and seconded by Ms. Carter, Council, by a 6 to 1 vote, adopted the above-referenced resolution as follows. Council Members Burks, Carter, Crisco, Moffitt, Priest, and Smith voted in favor of the motion. Council Member Baker voted no.

**65 RES 11-08**

**RESOLUTION APPROVING A REVISED JOB DESCRIPTION FOR THE POSITION OF CHIEF OF POLICE**

**WHEREAS**, the City of Asheboro Personnel Policies and Procedures Manual provides that job descriptions utilized as part of the city's personnel system, specifically including without limitation the position classification plan and the pay plan, are subject to approval by the city council; and

**WHEREAS**, on the basis of a job analysis conducted by the city's consultant, Dr. Stephen K. Straus, PhD., the human resources director has recommended revising the comprehensive job description for the position of chief of police; and

**WHEREAS**, a revised comprehensive job description (hereinafter referred to as the "Job Description") developed by Dr. Straus and recommended by the human resources director is attached to this resolution as EXHIBIT 1 and is hereby incorporated into this resolution by reference as if copied fully herein; and

**WHEREAS**, the city manager concurs with the recommendations of Dr. Straus and the city's human resources director.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Asheboro that, effective November 20, 2008, the Job Description attached hereto as EXHIBIT 1 is hereby approved with the following modification:

**Desirable Education and Experience**

Graduation from an accredited college or university with a Bachelor's degree within ~~twelve~~ twenty-four months of appointment to position in the fields of criminal justice, public administration or related field. Preference for continuing education and/or advanced degrees in police science and administration. Require progressively responsible experience in police work, including considerable supervisory and command experience; or an equivalent combination of education and experience.

**BE IT FURTHER RESOLVED** that the assigned pay grade for the position of chief of police shall remain the same.

This resolution was adopted by the Asheboro City Council in special open session on the 20<sup>th</sup> day of November 2008.

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s/ David H. Jarrell  
David H. Jarrell, Mayor

ATTEST:

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s/ Holly H. Doerr  
Holly H. Doerr, City Clerk

**EXHIBIT 1**

**POLICE CHIEF**

**F.L.S.A.  
EXEMPT**

**General Statement of Duties**

Performs complex managerial, administrative, and specialized law enforcement work to plan and direct the activities of the City Police Department.

**Distinguishing Features of the Class**

An employee in this class plans and directs the law enforcement program of the City. Work involves responsibility for the protection of life and property through a varied program of enforcement, detection and prevention of crime and accidents, and planning and directing emergency response activities. Work also involves a full managerial and supervisory role including the establishment of policy, evaluation and adherence to prescribed standards; planning for and implementing special enforcement activities; preparing special state, federal and local reports; analyzing crime and accident trends; cooperating with other law enforcement agencies; budget preparation and management and supervision of all department personnel. Work is performed in accordance with departmental policy and state and federal law. The employee is subject to the usual hazards of police work. Work in the law enforcement field is subject to the final standards of OSHA on blood borne pathogens. Work is performed under the general supervision of the City Manager and is evaluated through review of records and reports of the general effectiveness of departmental operations.

**Illustrative Examples of Work**

- Plans and directs operations of the Police Department including patrolling, investigations, arrests and preparation and maintenance of reports and records;
- Supervises all departmental personnel through subordinate supervisors; establishes policy; sets priorities; evaluates the department and its personnel; meets with supervisory staff on a regular basis;
- Takes a lead role in directing police activity at major crime scenes;
- Recruits, selects and oversees the training of civilian and sworn personnel for the department;
- Ensures personnel are trained and keeps them informed of new or changed laws;
- Develops and enforces department policy, rules, and regulations; determines practices and methods to be used by department personnel;
- Supervises the application for grants to supplement departmental program funds;
- Explains and interprets personnel rules and regulations to employees;
- Prepares annual budget for the department, in consultation with the City Manager, for presentation to the governing board;
- Coordinates with other law enforcement agencies;
- Works with the public on difficult or unusual crime situations; cooperates with other law enforcement agencies in crime prevention, detection, and investigative activities.

- Promotes the department's work and goals to the general public through individual contact and addresses to civic groups, school groups, and other organizations.
- Develops emergency response plans and oversees their implementation during emergency situations; develops and implements plans for special events.
- Receives and investigates inquiries or complaints from the public concerning police activities and services.
- Reviews records and reports prepared by subordinate personnel; prepares reports;
- Performs related work as required.

#### **Knowledge, Skills, and Abilities**

- Thorough knowledge of law enforcement principles, practices, methods and equipment.
- Thorough knowledge of state and federal laws, local ordinances and policies of the police department.
- Thorough knowledge of the physical, economic, and social characteristics of the City.
- Thorough knowledge of the advantages and disadvantages of community policing methods and methods of implementation.
- Knowledge of the organization and functions of City government.
- Skill in the use of firearms and other police equipment and in the application of self-defense tactics.
- Ability to effectively and efficiently manage a department including all related administrative and supervisory functions (including personnel and budget administration).
- Ability to establish authority and to lead and inspire confidence among subordinate officers; skill in counseling, coaching, motivation, communication, and performance evaluation with subordinates.
- Ability to act with sound judgment in routine and emergency situations.
- Ability to plan and direct special programs and events related to law enforcement.
- Sound understanding of how to identify and to respond to gang activity.
- Ability to work with all racial and ethnic groups within the City.
- Ability to communicate effectively in oral and written forms.
- Ability to prepare clear and concise activity reports.
- Ability to build and maintain cooperative and effective public relations with the citizens, elected officials, other law enforcement agencies, subordinates, and other City employees

#### **Desirable Education and Experience**

Graduation from an accredited college or university with a Bachelor's degree within twelve months of appointment to position in the fields of criminal justice, public administration or related field. Preference for continuing education and/or advanced degrees in police science and administration. Require progressively responsible experience in police work, including considerable supervisory and command experience; or an equivalent combination of education and experience.

#### **Physical Requirements**

- Must be able to physically perform the basic life operational functions of standing kneeling, crouching, crawling, reaching, walking, pushing, pulling, lifting, fingering, grasping, climbing, talking, hearing and repetitive motions.
- Must be able to perform medium work exerting up to 50 pounds of force occasionally; 20 pounds frequently and 10 pounds constantly.
- May occasionally work outdoors in varying weather conditions.
- Must possess the visual acuity to operate a patrol vehicle and distinguish detail and differences when observing people, places and things on patrol.

#### **Special Requirement**

Before assignment to this class, employees must possess a valid North Carolina driver's license and have completed the minimum requirements established by the North Carolina Criminal Justice Education and Training Standards Commission for certified law enforcement officers.

4. **As a continuation of the Council's discussion during the special meeting on October 28, 2008, Council members will be given the opportunity to provide planning department staff members with comments concerning the principles that should guide the staff's efforts to create a zoning district or districts complimentary to the B2 zoning district.**

Mr. Neely presented a summary of the discussion from the October 28, 2008 Special Council Meeting and asked the Council to continue reviewing Table 200-2 of the Asheboro Zoning Ordinance. The Council continued to provide the planning department staff members with comments concerning the principles that should guide the staff's efforts to create a zoning district or districts complimentary to the B-2 zoning district. No formal action was taken, and this discussion will be continued at a later date.

Minutes  
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November 20, 2008  
Special Meeting

There being no further business, the meeting was adjourned at 6:13 p.m.

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s/ Holly H. Doerr  
Holly H. Doerr, City Clerk

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s/ David H. Jarrell  
David H. Jarrell, Mayor