



# CITY OF BETHLEHEM

10 East Church Street, Bethlehem, Pennsylvania 18018-6025

MAYOR'S OFFICE

Phone: 610-865-7100

Fax: 610-865-7257

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[www.bethlehem-pa.gov](http://www.bethlehem-pa.gov)

[rdonchez@bethlehem-pa.gov](mailto:rdonchez@bethlehem-pa.gov)

Robert J. Donchez  
Mayor

From: Robert J. Donchez, Mayor  
To: **President Reynolds**  
Date: March 30, 2016  
Re: Police/Fire Reorganization

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Dear President Reynolds:

Attached are organizational changes for the Police and Fire Department.

I am requesting a Human Resources Committee meeting to review the proposed changes.

If you have any questions, please feel free to contact me.

Thank you for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read "R. Donchez", written over the word "Sincerely,".

Robert J. Donchez  
Mayor

CC: City Council  
D. Brong  
M. DiLuzio  
R. Novatnack  
A. Karras



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10 East Church Street, Bethlehem, Pennsylvania 18018-6025

Department of Fire

[www.bethlehem-pa.gov/fire](http://www.bethlehem-pa.gov/fire)

Phone: 610 865-7140

Fax: 610 997-5746

TDD: 610 865-7143

Mayor R. Donchez

March 28, 2016

## JOB RECLASSIFICATION

The Bethlehem Fire Administration is looking to reclassify the current position of Chief Fire Inspector. The position currently is held by the rank of Lieutenant, with no addition salary, or compensation, for the additional responsibilities that is required of this position within the Fire Inspection Bureau.

The Chief Fire Inspector is held at the same rank of Lieutenant as the four Fire Inspectors that he/she supervises. In addition, the Chief Fire Inspector receives the same salary and benefits package as the Fire Inspector he/she supervises, while being responsible for the administration of the code enforcement conducted within the Bethlehem Fire Department.

The additional duties and responsibilities for the Chief Fire Inspector are as follows;

1. Scheduling & approval of all vacations and personal days that occur within the Inspection Division.
2. Oversight of all inspections and code enforcement issues.
3. Plan Reviews of all new construction that consists of hydrant approvals, access roadways, Know Box locations and all Certificate of Occupancies.
4. Training and Implementation of the new "New World CAD System".
5. Deputy Fire Marshall. Answer directly to the Deputy Chief/Fire Marshal.
6. Acting Fire Marshall when Fire Marshall is not available.
7. Certified as Fire Inspector 1, 2, & 3, Plans Review, 1 & 2.
8. Responds to all 2<sup>nd</sup> Alarm or greater fire incidents.
9. Enforcement of the International Fire Code adopted by city ordinance.
10. Evaluations and Disciplines of Fire Inspectors.

The Fire Administration is requesting that the Chief Fire Inspector be elevated to the rank of Captain. There would be no changes in the number of our current inspectors, 5. Instead of the current 5 Lieutenant Inspectors, we would maintain 1 Chief Fire Inspector at the rank of Captain with 4 Lieutenant Inspectors under his supervision.



Bethlehem Fire Dept.



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## FINANCIAL FACTORS.

The current Lieutenant Inspector's base salary for 2016 is \$71,124.90

The current Captain's base salary for 2016 is \$71,572.03.

The additional annual cost for the position of Chief Fire Inspector, at the rank of Captain, under the 2016 Contract would be \$447.14.

The Fire Administration feels strongly that this request is critical to the Fire Inspection Bureau ability to retain qualified employees with additional responsibilities.

Respectfully,

Robert W. Novatnack  
Fire Chief  
City of Bethlehem



Bethlehem Fire Dept.



# CITY OF BETHLEHEM

10 East Church Street, Bethlehem, Pennsylvania 18018-6025

DEPARTMENT OF POLICE

[www.bethlehem-pa.gov](http://www.bethlehem-pa.gov)

TO: Robert R. Donchez  
Mayor

March 28, 2016

## Job Reclassification

I believe this job reclassification is necessary for the overall good of the Bethlehem Police Department and in furtherance of my continued efforts to re-emphasize the Community Policing philosophy which mostly disappeared prior to my watch. I am looking to reclassify a current Lieutenant Position. This Lieutenant Position is currently in the Criminal Investigation Division. I am looking to change the position from the rank of Lieutenant Criminal Investigation Division to Captain Criminal Investigations Division.

We currently have two Lieutenants in Criminal Investigation Division. They are responsible for Detectives and officers and various specialized units. There is no direct overall command of this division at this time. This Captain position would place a Command presence in this Division, which is responsible for all the major criminal, violent crime and undercover drug investigation in (and outside) the City. This Captain would be responsible for the supervision of 52 Officers and also our Community Policing efforts.

The duties and responsibilities for this Captain are as follows:

1-Immediate Supervisor to the Lieutenant of CID and all other CID duty Supervisors.

2-Overall Command of all Detectives, Forensic Service Unit, Crime Prevention Officer, Court Liason Detective, Evidence/Property Room, Special Victims Unit (recently increased due to case volume), Auto Theft Task Force, Intelligence Officer, CFI Unit, Special Operations (Vice, Street Crimes Unit, DEA Task Force, BHA Unit, SRO Unit, FBI Violent Crime Task Force), Bike Patrol Unit, Special Services (Mounted Unit and K-9 Unit) and Community Policing efforts in the City.

3-Respond to all major Crimes, Incidents, Investigations in City.

4-Will answer to Chief of Police.

5-Responsible for all Specialize training needs of all specialized units from AFIS to DNA certification/ training, K-9, and Mounted certification.

6-Review of all investigations and briefs Chief on all investigations.

7-Oversite on all CID Equipment, CID area, BHA substations, and Northampton County Booking Center Equipment.

8-Liason with LCE on all liquor establishments in City

9-Insue that all Police Directives, City Policies, Administration protocols and orders are followed.

10-Responsible for working high call/crime volume times.

11-Resposible for all City BlockWatch Groups and Community Policing issues and events

12-Responsible for all cash seized and vehicle seized in drug/violent crime investigations at the state and federal levels, and disposition of those items thru their respective District Attorney Offices and/or Federal Prosecutor.

13-Liason after hours between Department and DA Offices on all major investigations.

Current manpower of the Bethlehem Police Department is numbered at 154 Officers. We presently have two Captains. One is a Patrol Captain who commands approximately 90 officers in the Patrol Division. The 2<sup>nd</sup> Captain is the Professional Standards Division Captain who commands the Records Room, Professional Standards and all Training plus departmental accreditation at the federal and state levels that in mandatory. With the addition of this third Captain, there will be no increase in our overall number of 154. We currently have 8 Lieutenants. Our Lieutenant number would fall to 7 (4 in Patrol, 1 in Traffic, 1 in PSD, and 1 in CID).

The eighth Lieutenant position would be reclassified into the third Captain. Our total manpower would thus stay at 154 Officer overall.

The current Lieutenant base pay under the current contract is \$80,973.00

The current Captain base pay under the current contract is \$88,531.00

The additional cost for this 3<sup>rd</sup> Captain position under the current contract would be \$7,558.00

Currently, we are down 2 Officers. Those openings may not be filled until fall or early next year 2017. The funds from these two positions would fund the different from Lieutenant to Captain. Due to regular yearly vacancies, this position can be covered with funds existing within the current 2016 manpower budget.

As Chief of Police, this reclassification of a Lieutenant to a third Captain is needed in the Bethlehem Police Department because presently, unlike other cities our size, there is no command presence during evening hours, and high call volume times, 3:00 pm to 3:00 am.

This third Captain, along with a change in Command Staff scheduling and duties, will place a Command and Administration presence on the street with our line officers at key high call volume time periods in our City. The Bethlehem Fire Department has a Captain and/or Assistant Chief on duty at all times for Command and Administrative reasons. That same Command and Administrative Control presence should be on the street for Police also. As indicated before, I believe this third Captain position is necessary for the overall good of the department, our Community Policing efforts, the citizens and the City.

Thank You.

Sincerely;

Mark A. DiLuzio  
Chief of Police