

## Town of Windsor

### Memorandum

September 9, 2014

**TO:** The Honorable Mayor and Town Council  
**FROM:** Michael Stallings, Town Manager *MS*  
**SUBJECT:** Part Time Police Officer

As you can see from the attached memorandum, Interim Chief Riddle is requesting that we consider adding a temporary part time police officer position. He is requesting that we consider creating this position for a period of 6 months to help reduce the work load on the existing officers.

I have computed the cost for this position to include wages and taxes. The total cost for the 6 month period at \$15 per hour will be \$7,646.40. I have attached a spreadsheet that shows this information. The funds for this temporary position can come from the Salaries line item within the Police Department budget. As we are not currently paying the salary that was budgeted for the Chief position, there are ample funds in this line item to cover this cost.

Please review the attached memorandum from Interim Chief Riddle for more information about the position.

I feel that the addition of this temporary part time position would be a great benefit to the Windsor Police Department.

This item is for Council's discussion and direction.



## Windsor Police Department



To: Michael Stallings, Town Manger

From: 1st Sgt. R.D. Riddle 

Re: Temporary Part Time Officer

Date: 8/21/14

Per our earlier conversation today I wanted to review with you the specifics for the proposed temporary part time police officer (TPTO) position.

- This would be an internal posting limited only to current Auxiliary Police Officers in good standing.
- This is a temporary part time position that is not exceed an appointment of 180 days with an option for the Town to extend the contract up to another 180 days should it choose to do so.
- This would be a signed contract between the Town and the Officer. Employment can be discontinued at any time by the Town.
- The TPTO will work no more than a maximum of 64 hours in every pay cycle.
- Hours and days of work will be assigned by the interim police chief or his designee.
- Upon termination of the employment agreement the officer will return to auxiliary (volunteer) status.
- Pay rate for this position will be no more than \$15.00 per hour.
- The Town will not provide any benefits to the TPTO.
- Position would be filled within one week of the closing of the position announcement.
- The funding for this position will come from the salaries line item of the current budget from funds allotted for the position of police chief that is currently vacant.

The need for this position is driven by a number of different factors, most importantly employee morale and burnout. The officers of this department have worked most of the last 8 months an officer down and at times 2 officers down. With the recent addition of the vacation hours cap it is projected that 4 officers will lose 96 hours of earned annual leave by January 2015. In addition to the loss of this vacation time the operational demands of the department have caused most of our employees to hold onto their 14 holidays earned each year. Officers need family time and vacation to be able to decompress and remain sharp and focused in their work. This leads to a low morale which creates an unproductive work force.

In addition to this it has been very difficult to balance the administrative end of the agency while still in engaging in patrol and other police related activities. I often find myself trying to cram 5 days of administrative work into 2 or 3 days a week while still remaining in an operational capacity on the street. The addition of a temporary part time officer will allow me to take a more administrative role as the interim chief. Most importantly this position will allow the very dedicated officers of this agency the time off to decompress and remain sharp while improving morale.

Police								
Name	Title	Grade	Current Annual Salary	FICA	Health Ins*	Retire	Life Ins	Grand Totals
Officer	Part Time		7,200.00	446.40	-	-	-	7,646.40
<b>Totals</b>			<u>7,200.00</u>	<u>446.40</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>7,646.40</u>

32 hours per week at \$15 per hour = 480 x 15 weeks = \$7,200