



MEMORANDUM

TO: Town Administrator Fleming
Deputy TA Buller
Finance Director Felton
Mayor Carroll
Board of Trustees

FROM: Chief K. Stewart

DATE: October 3, 2019

REF: Budget Request 2020/Staffing

In an effort to provide an ample and hopefully easy-to-understand rationale for the updated 2020 requested staffing, I provide the following explanation:

- The Relief Sergeant was and remains our first request. Absent an unforeseen emergency, having this additional sergeant will allow us to have a Patrol Sergeant on duty the vast majority of the time. My dream would be to have a Patrol Sergeant on duty 100% of the time; this position will get us very close and will be extremely helpful. This is necessary for liability and supervisory reasons. Thus far this year, we have not had a Patrol Sergeant on shift between 7 – 14% of the time. During these times, we utilize the senior officer on duty to provide some oversight.
- The Records Technician was and remains our second request. This request is necessary because on average, Records, Municipal Courts and Evidence have increased their workload by approximately 28% each year for the past three years. This position will allow two Technicians in Records and two in the Court.
- Our third request would be for 3 officers in 2020 and more than likely 3 officers and 1 Code Enforcement in 2021. Other than the Relief Sergeant position, I originally did not have any intention to ask for officers in 2020. Clearly, things have changed.

We do not base our staffing levels on the officer per 1000 capita. If we did, we would be toward the bottom. Instead, we calculate the number of officers needed to determined staffing levels by using the Relief Factor.

Basically, the Relief Factor takes total time available (actual days worked by an officer) and subtracts regular days off along with the average number of days off for PTO days, training days, court days, holidays, etc.



Basically, to cover one officer position for 365 days per year, the Erie PD Relief Factor is 2.16 positions. What this means is it takes 2.16 officers to fill one slot. As you cannot have .16 of an officer, you either round up or round down.

- Throwing some numbers in the mix, Calls for Service (CFS) are up 12%. Accidents are up 11%. Reports are down 5% because toward the end of 2018, we needed to start prioritizing what we actually needed to document as a police report. Please note, for minor calls, we utilize our Computer Aided Dispatch (CAD) to make CAD notes so there is an actual record of who responded and what occurred. This is a time-saver for calls which do not require a police report (example: barking dog which could not be located and the reporting party refused contact).
- The rationale for the 3 officers for 2020 is based on the Relief Factor, the increased CFS, our growing community and the need to have a Patrol Sergeant and 3 officers on the streets for each shift. If these positions are approved, once those individuals were hired and trained, we would be able to accomplish that goal which would provide more officer safety and more officers on the streets for our community.
- It costs approximately \$14,209.00 to outfit one officer. This includes uniforms, ballistic vest, equipment (radio, taser, body camera, etc.). If the Relief Sergeant and 3 officers are approved, costs for their uniforms/equipment would be \$56,836.00.
- Our pre-ask for 2021 will be 3 additional officers, 1 Code Enforcement Officer, and an Evidence Technician. This would be a tiered approach for officers rather than trying to obtain them all in 2020.
- One final item of interest, when our new Police Department/Municipal Court Building opened in 2015, it was designed for 50 sworn members. We will have space for these officers should this request be approved but we must start planning for the future space needs which would include building space and parking space as we continue to grow.

Thank you for reading if you have made it this far. If you have any questions prior to the Budget Study Session on October 15, 2019, please email or call me.

