

Frozen Police Sergeant Position

JULY 16, 2018

CITY COUNCIL STUDY SESSION



BACKGROUND

2018 Budget

- The 2018 approved budget includes a promotion of an officer to a sergeant. This is frozen until further approval from the City Council.

Historical Context

- Organizational structure within the Fircrest Police Department included a Chief, two Sergeants, and one Lieutenant.

Succession Planning

- Recently lost three officers with a total 87 years of experience between them.
- Anticipating retirement of several officers in near future.

Comparable Localities

City/Town	Population	Number of Officers	Department Supervisory Structure
Buckley	4,765	10	Assistant Chief, Sergeant
DuPont	9,385	12	Assistant Chief, 3 Sergeants (getting a 4 th)
Fircrest	6,710	9	Sergeant
Milton	7,900	15	Commander, 3 Sergeants
Orting	8,105	11	2 Lieutenants
Steilacoom	6,425	9	2 Sergeants

Source: April 1, 2018 Official Population Estimates. Office of Financial Management.

Scheduling Proposal

Current Schedule with 1 Sergeant

- The City's Sergeant currently works Wednesday through Saturday 0900-1900.
- A work day shift is essential to complete the job effectively (addressing citizen concerns, scheduling training, ordering equipment, managing vehicle maintenance, internal investigations, etc.).

Proposed Schedule with 2 Sergeants

- 1st Sergeant: Sunday through Tuesday 0900-1900 and Wednesday 0800-1800 to assist with Court. Would work with Day and Swing Shift officers.
- 2nd Sergeant: Wednesday through Saturday 1600-0200. Would work with Day and Grave Yard officers.

Schedule with Two Sergeants

	Sunday	Monday	Tuesday	Wednesday (Court)	Thursday	Friday	Saturday
1 st Sergeant	0900-1900	0900-1900	0900-1900	0800-1800	OFF	OFF	OFF
2 nd Sergeant	OFF	OFF	OFF	1600-0200	1600-0200	1600-0200	1600-0200

Present Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Officer 1	OFF	OFF	0630-1630	0630-1630	0630-1630	0630-1630	OFF
Officer 2	0630-1630	0630-1630	0630-1630	OFF	OFF	OFF	0630-1630
Sergeant	OFF	OFF	0800-1800	0900-1900	0900-1900	0900-1900	OFF
Officer 3	0900-1900	0900-1900	0900-1900	OFF	OFF	OFF	0900-1900
Officer 4	1600-0200	1600-0200	1600-0200	1600-0200	OFF	OFF	OFF
Officer 5	1600-0200	OFF	OFF	OFF	1600-0200	1600-0200	1600-0200
Officer 6	OFF	2100-0700	2100-0700	2100-0700	2100-0700	OFF	OFF
Officer 7	2100-0700	OFF	OFF	OFF	2100-0700	2100-0700	2100-0700

Schedule with Two Sergeants

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Officer 1	OFF	OFF	0630-1630	0630-1630	0630-1630	0630-1630	OFF
Officer 2	0630-1630	0630-1630	0630-1630	OFF	OFF	OFF	0630-1630
Officer 3	OFF	OFF	0800-1800	0900-1900	0900-1900	0900-1900	OFF
1 st Sergeant	0900-1900	0900-1900	0900-1900	OFF	OFF	OFF	0900-1900
Officer 4	1600-0200	1600-0200	1600-0200	1600-0200	OFF	OFF	1600-0200
2 nd Sergeant	OFF	OFF	1600-0200	1600-0200	1600-0200	1600-0200	OFF
Officer 5	OFF	2100-0700	2100-0700	2100-0700	2100-0700	OFF	OFF
Officer 6	2100-0700	OFF	OFF	OFF	2100-0700	2100-0700	2100-0700

Proposal Benefits

- Both sergeants will share responsibilities, thereby increasing opportunity for both be on patrol and interact with the public.
- Both sergeants will provide the opportunity for the Chief to mentor future leaders to step up and ensure that the City's succession plan ends in success.
- Scheduling flexibility when the Chief or Sergeant is on vacation. When one is gone, the other has to be available for calls. At times, this has become problematic.
- Both sergeants will supervise and train subordinates, ensure department policies and procedures are applied to law enforcement activities, and ensure that personnel and equipment is maintained to department standards.
- Two sergeants will provide coverage over the course of each day and provide the opportunity for Wednesday afternoons to:
 - Schedule training
 - Officer meetings
 - Command staff meetings

Annual Budget Impact

Total cost of promoting an officer to a sergeant: + \$11,328 (salary & benefits)

- **Year 1 (2018) – Officer Step F (\$75,025/yr) to Sergeant Step D (\$76,900/yr): + \$2,185**
 - Salary: + \$1,875, plus
 - Fringe Benefits: + \$310
- **Year 2 (2019) – Sergeant Step E: + \$4,460**
 - Salary: + \$ 3,845
 - Fringe Benefits: + \$615
- **Year 3 (2020) – Sergeant Step F: + \$4,683**
 - Salary: + \$4,037
 - Fringe Benefits: + \$646

Next Steps

**July 24, 2018
Regular Session**

Council Action

- Motion to unfreeze the promotion of one of the officers to Sergeant, effective August 1, 2018.

**August Civil Service
Commission Meeting**

Initiate Internal Hiring Process

- The Commission will limit an examination to a promotion to internal applicants.
- Approximately 8 week hiring process, with a target promotion date of October/November 2018.