



MEMORANDUM

TO: Frank Scott, Jr., City Mayor
FROM: Keith L. Humphrey, Chief of Police
RE: Board Follow-Up
DATE: May 28, 2019

The following questions were raised during the May 21st Board Meeting and referred to the Police Department for response:

- **Staff to detail what Police and Fire are doing to curtail overtime now that they are fully staffed.**

As of this date, \$982,538.83 (43%) of \$2,079,692.00 overtime budget has been expended. Attached are copies of overtime expended from January through April for years 2016 to present. An historical overview from 2016-2018 shows that the department has exceeded the approved budgeted amounts for overtime. It is also important to point out that the department's overtime budget has not increased since 2016, other than in 2017 when mandatory was implemented. In 2018, mandatory overtime was eliminated due to 12 hour shifts being implemented.

Some of the reasons for overtime:

- Currently there are 19 recruits in academy, 17 current commissioned vacancies (with the potential of this increasing to 27 by the end of 2019), and 20 officers on extended leave
- Although the overtime budget has not increased, some personnel in step and grade systems continue to see increased salaries, which impact overtime
- Officers assigned to midnights are summoned to court between the hours of 8:00 am-5:00 pm
- Public Affairs has seen a substantial increase in FOIA requests
- Personnel must back fill for the those officers on extended leave
- Communications has both new hires and a large number of vacancies, which contributes to increased overtime due to training new staff while being short-staffed
- During the hiring process, more background investigations are being conducted leading to longer hours for staff
- Internal Affairs Division is experiencing an increase in requests for personnel records or information related to cases investigated
- Critical incidents in which all specialized units are required to respond

I am confident that supervisors are making strong attempts to effectively manage the department's overtime budget. This is a topic that is discussed and reviewed on a regular basis. We will continue to monitor in an attempt to remain within budget. We project that with continued monitoring and our current staffing shortages, we can expect to exceed our overtime budget by 15% by the end of the year.

- **Staff to determine if there is a more cost-efficient way to provide the necessary security to the Mayor.**

Our Department selected two additional police officers for the Mayor's Security Detail, bringing a total of four full-time police officers, which will assist in curtailing the overtime for this special assignment.

KLH:sks