



Belle Isle Police Department

1521 NELA AVENUE
BELLE ISLE, FL 32809
PHONE (407) 240-2473
FAX (407) 850-1616

DATE: January 14, 2025

TO: Rick Rudometkin, City Manager; Honorable Mayor and City Council
FROM: Chief Travis Grimm, Belle Isle Police Department
SUBJECT: Request for Sponsorship of Code Enforcement Officer Patrick Albery to Police Academy

Mr. Rudometkin, Mayor, and City Council Members,

I respectfully request your approval to sponsor Code Enforcement Officer Patrick Albery for enrollment in a Florida-accredited police academy. This request is distinct from the proposed Police Cadet position, based on our current staffing needs and the understanding that an open police officer position must facilitate this transition.

Officer Albery has been an integral member of the Belle Isle Police Department, demonstrating outstanding dedication and professionalism in his code enforcement role. Sponsoring him for the academy will prepare him to fill one of two potential future vacancies: the anticipated School Resource Officer (SRO) position or an open officer position, should one become available.

If neither the SRO position nor an officer vacancy materializes, Officer Albery will remain in his code enforcement role, continuing to contribute to the department while benefiting from his advanced training.

To fund this sponsorship, I propose utilizing the Law Enforcement Education Fund (104 Fund) to cover the academy tuition and associated costs. As authorized under Florida State Statute Chapter 938.15, these funds are allocated for criminal justice education and training, including basic recruit training, as approved by the employing agency administrator.

This request aligns with the department's strategic objectives to foster professional development and ensure we are well-prepared for future staffing needs.

Approval Section

Please indicate your decision below.

"Excellence through Service."



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Approved

Denied

Name: _____

Date: _____

Initials: _____

Finance Department Review

Please review and provide any additional information or details regarding this request.

Comments:

Name: _____

Date: _____

Initials: _____

Thank you for your consideration. I am available to discuss this request further at your convenience or during the upcoming council meeting.

Sincerely,

A handwritten signature in black ink, appearing to be "Travis Grimm", written over a horizontal line.

Chief Travis Grimm

Belle Isle Police Department

"Excellence through Service."

CITY OF BELLE SLE, FLORIDA
CITY COUNCIL AGENDA ITEM COVER SHEET

Meeting Date: January 21, 2025

To: Honorable Mayor and City Council Members

From: Travis Grimm - Chief of Police

Subject: Subject: Sponsorship of Code Enforcement Officer Patrick Albery to Police Academy

Background:

The Belle Isle Police Department seeks council approval to sponsor Code Enforcement Officer Patrick Albery for enrollment in a Florida-accredited police academy. This sponsorship is distinct from the proposed Police Cadet position and follows departmental policy that an open police officer position must be available to facilitate this transition. Officer Albery has demonstrated exceptional dedication and professionalism in his code enforcement role. Sponsoring him for academy training will prepare him to fill one of two potential future vacancies:

- The anticipated School Resource Officer (SRO) position, or
- A police officer position should one become available due to turnover.

If neither vacancy materializes, Officer Albery will remain in his code enforcement role while benefiting from advanced training.

The sponsorship will cover academy tuition and associated costs using the Law Enforcement Education Fund (104 Fund). As authorized under Florida State Statute Chapter 938.15, these funds are allocated for criminal justice education and training, including basic recruit training, as approved by the employing agency administrator.

Staff Recommendation and Council Discussion Points:

Staff recommends council approval of this sponsorship.

Discussion Points:

- Confirm the understanding that this sponsorship is separate from the proposed Police Cadet position.
- Approve this sponsorship using the Law Enforcement Education Fund (104 Fund).
- Clarify the terms under which Officer Albery transitions into a sworn officer role or remains in his code enforcement position.

Suggested Motion: N/A

Alternatives: N/A

Fiscal Impact: The Law Enforcement Education Fund (104 Fund) will cover the academy tuition and related expenses, which are estimated to be between \$5,000 and \$6,000. Additionally, Alberty will maintain his current salary rate, ensuring that the financial impact remains neutral.

Attachments:



Belle Isle Police Department

1521 NELA AVENUE
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Date: January 16, 2025

To: Rick Rudometkin

City Manager

City of Belle Isle

Belle Isle, Florida

Subject: Proposal to Establish a Police Cadet Position

Dear Mr. Rudometkin,

I respectfully seek your approval to establish a new Police Cadet position within the Belle Isle Police Department. This position is designed to create a pathway for civilians aspiring to become police officers while addressing the department's need for greater flexibility in recruitment and staffing.

The Police Cadet position will enable the department to hire candidates when the police academy is not in session. Cadets will serve in a civilian capacity, assisting the department with non-law enforcement ancillary duties, such as administrative tasks, community outreach, and operational support. Upon completing a Florida state-accredited police academy and the required certifications, cadets will transition into the role of Police Officer and begin their Field Training Program.

Key aspects of this position include:

- **Starting Salary:** The annual pay for the Police Cadet position will be \$4,000 less than the starting pay of the current council-approved pay plan at the time of their hire.
- **Responsibilities:** Administrative support, community engagement, and non-law enforcement tasks until academy enrollment.
- **Requirements:** Candidates must meet the minimum standards for becoming a Police Officer in Florida, including passing a polygraph exam and the same rigorous background check required of police officer hires.

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- **Commitment Agreement:**

- Cadets will be required to sign a three-year service commitment to the Belle Isle Police Department upon entering the cadet program and prior to attending the academy.
- If a cadet voluntarily leaves the department before fulfilling the three-year commitment or fails to complete the academy, they will be responsible for reimbursing the department for their academy tuition and associated expenses.
- **Benefits Structure:** Cadets will not receive high-liability benefits until they become sworn officers, ensuring cost efficiency for the department.
- **Sponsorship Costs:** Sponsorship costs, including tuition, books, uniforms, tests, and other academy-related expenses, are estimated at \$5,000 to \$6,000, with the understanding that this cannot be a fixed number as costs may rise in the future.
- **Vacant and Budgeted Position Requirement:** A Police Cadet position will only be filled if there is a vacant and budgeted Police Officer position, which will remain frozen while the cadet is active in the program.
- **Evaluation Opportunity:** The program will allow the department to observe and evaluate how well the cadet fits within the department's culture, values, and operational needs.

This position will strengthen the department's hiring pipeline by allowing us to onboard and prepare quality candidates for future academy sessions. It also ensures a smoother transition into the Police Officer role, enhancing readiness and retention.

I have attached the full job description for your review. Your approval will allow us to present this proposal to the council for final consideration.

City Manager Decision:

Please indicate your decision below.

[] Approved

[] Denied

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Name: _____

Date: _____

Initials: _____

Finance Department Review:

Please review and provide any additional information or details regarding this proposal.

Comments: _____

Name: _____

Date: _____

Initials: _____

Thank you for your time and consideration of this request. I am available to discuss this proposal further at your convenience.

Sincerely,

A handwritten signature in black ink, appearing to be 'Travis Grimm', written over a horizontal line.

Chief Travis Grimm
Belle Isle Police Department

"Excellence through Service."

CITY OF BELLE SLE, FLORIDA
CITY COUNCIL AGENDA ITEM COVER SHEET

Meeting Date: January 21, 2025
To: Honorable Mayor and City Council Members
From: Travis Grimm, Chief of Police
Subject: Police Cadet Position

Background:

The Belle Isle Police Department is seeking approval to create a new Police Cadet position. This position will allow the department to hire civilian candidates with the intent of sponsoring them through a Florida-accredited police academy. The Police Cadet position is designed to allow candidates to join the department when academy sessions are not immediately available. Cadets will perform ancillary duties in a civilian capacity until they are enrolled in the academy. Once the cadets complete the academy and receive their law enforcement certifications, they will transition into the role of Police Officer and enter the department's Field Training Officer Program (FTO).

All Police Cadet candidates will undergo the same rigorous background check and screening process required for police officer hires. This includes a comprehensive review of their criminal history, credit history, fingerprinting, and physical and polygraph evaluations. This ensures that only highly qualified individuals are selected for the program and maintains the integrity of the department's hiring standards. Additionally, the cadet program will allow the department to observe and evaluate how each candidate fits within the department's culture, values, and operational needs.

Cadets will not receive high-liability benefits from sworn police officers during their time as cadets. However, they will be paid as full-time employees, working 40 hours per week before and during the academy. They must also sign a three-year service commitment before entering the cadet program and attending the academy. Should a cadet voluntarily leave the department before fulfilling this commitment or fail to complete the academy, they will be responsible for reimbursing the department for their academy tuition and associated expenses.

The Police Cadet position will only be filled if there is a vacant and budgeted Police Officer position, which will remain frozen while the cadet is active. The number of cadet positions allowed concurrently will be capped based on budgetary constraints, and the department needs to ensure financial responsibility and training quality.

This program will include sponsorship costs such as tuition, books, uniforms, tests, and other academy-related expenses. Based on recommendations from the city manager, each cadet sponsorship will require approval by the City Council.

The department believes this position will help attract and retain quality candidates while providing flexibility in recruitment efforts. It will ensure that highly qualified individuals are hired even when academy sessions are not immediately available.

Staff Recommendation:

It is recommended that the Belle Isle City Council approve the creation of the Police Cadet position within the Belle Isle Police Department, with the understanding that cadets will be civilians performing ancillary duties until they attend the police academy and transition into the role of Police Officer upon successful completion of all required certifications.

Suggested Motion:

"I move that the Belle Isle City Council approve the creation of the Police Cadet position within the Belle Isle Police Department, with a starting salary of \$46,000 annually, contingent upon the availability of a vacant and budgeted Police Officer position, and with cadets required to attend the next available police academy. This motion includes the approval of all academy costs and associated fees."

Fiscal Impact:

The annual pay for the Police Cadet position will be \$4,000 less than the starting pay of the current council-approved pay plan at the time of their hire. The department anticipates that this position will be budget-neutral, as it will only be filled when a police officer position is vacant and budgeted for. Sponsorship costs, including tuition, books, uniforms, and academy-related expenses, are estimated to be \$5,000 to \$6,000, with the understanding that this cannot be a fixed number as costs may rise.

Attachments:

Police Cadet Job Description

Job Title: Police Cadet
Department: Belle Isle Police Department
Job Type: Full-time Civilian Position
Starting Salary: \$46,000
Location: Belle Isle, Florida

Position

Overview:

The Police Cadet position is designed to provide an opportunity for civilians who aspire to become police officers with the Belle Isle Police Department. The department will sponsor Police Cadets to attend a Florida state-accredited police academy at the next available session. Before attending the academy, cadets will serve in a civilian capacity and assist the department by performing non-law enforcement ancillary duties.

Upon completing the police academy and required certifications, cadets will transition to the role of Police Officer and begin their Field Training Officer Program (FTO). During the cadet period, individuals will not be eligible for high-liability benefits associated with sworn police officers but will be offered an employment pathway focusing on future advancement into law enforcement.

Cadets will only get one chance to pass the academy. Failure to pass will result in termination of employment. Cadets must sign a three-year service commitment to the Belle Isle Police Department upon entering the cadet position and before attending the academy. If a cadet voluntarily leaves the department before fulfilling this commitment or fails to complete the academy, they will be responsible for reimbursing the department for their academy tuition and associated expenses.

To ensure fiscal and operational accountability:

- The Police Cadet position will only be filled if there is a budgeted and vacant Police Officer position that will remain frozen while the cadet position is occupied.
- The number of Police Cadet positions allowed concurrently will be capped to avoid undue financial strain and to maintain training quality.
- Sponsorship will cover all costs associated with academy attendance, including tuition, books, uniforms, tests, and other related expenses, while cadets receive a full-time salary and benefits.
- The City Manager must approve each sponsorship.
- Cadets will be paid as full-time employees for 40 hours per week, both before and during their attendance at the academy.
- Must attend all required courses at the Police Academy.

Key Responsibilities:

- Perform non-enforcement duties such as administrative tasks, assisting in community outreach programs, managing department records, and supporting police officers in various capacities.
 - Prepare for academy attendance by completing any required pre-academy training or certifications.
 - Participate in department training programs to familiarize cadets with law enforcement operations.
 - Assist with public safety activities and events under supervision, including traffic control or non-emergency incident response.
 - Maintain professionalism and always adhere to department policies and procedures.
-

Qualifications:

- Must be at least 18 years of age.
 - High school diploma or GED equivalent.
 - Valid Florida driver's license with a good driving record.
 - U.S. citizen or legal resident with the ability to obtain U.S. citizenship before academy completion.
 - Must meet all minimum requirements for becoming a Police Officer in Florida.
 - Must submit to and successfully pass a polygraph exam as part of the hiring process.
-

Minimum Requirements for Police Officers in Florida:

1. Be at least 19 years of age.
2. U.S. Citizen.
3. Have a high school diploma or equivalent.
4. No felony or misdemeanor convictions involving perjury or a false statement.
5. Not have received a dishonorable discharge from any of the Armed Forces of the United States.
6. Pass a physical examination by a licensed physician.
7. Successfully complete a background check, including criminal history, fingerprinting, and credit check.
8. Meet state and department standards for drug testing.
9. Complete the Basic Law Enforcement Academy and pass the Florida State Officer Certification Examination.

Additional Information:

- Police Cadets will attend the next available academy session based on academy scheduling and department needs. While waiting for academy enrollment, cadets will perform duties within the police department as civilians and not have the authority to act as sworn law enforcement officers.
- Cadets who complete their academy training and fulfill their service commitment will have a clear pathway to a rewarding career in law enforcement with the Belle Isle Police Department.
- The department's investment is safeguarded by requiring cadets to sign the service commitment agreement upon entering the position and before any academy costs are incurred.
- Failure to complete the academy or to fulfill the service commitment will result in reimbursement obligations under Florida Statute 943.16(2).