



STEVEN CONTENTE
Town Administrator

TOWN OF BRISTOL, RHODE ISLAND
OFFICE OF TOWN ADMINISTRATOR

April 11, 2024

Bristol Town Council
10 Court Street
Bristol, RI 02809

Re: Recommendation for Reorganization of Police Department Rank Structure

Dear Honorable Member of the Bristol Town Council,

I am in support and recommend to the Town Council a change in the current Bristol Police Department rank structure that would increase the current supervisory rank by one supervisor. The Department is currently organized with the Chief, 2 Majors, 3 Lieutenants and 7 Sergeants. The proposal would include the Chief, a Deputy Chief, 3 Captains, 4 Lieutenants, and 6 Sergeants. The changes would increase patrol supervision and should reduce required supervisor overtime with a Lieutenant being assigned to all three shifts.

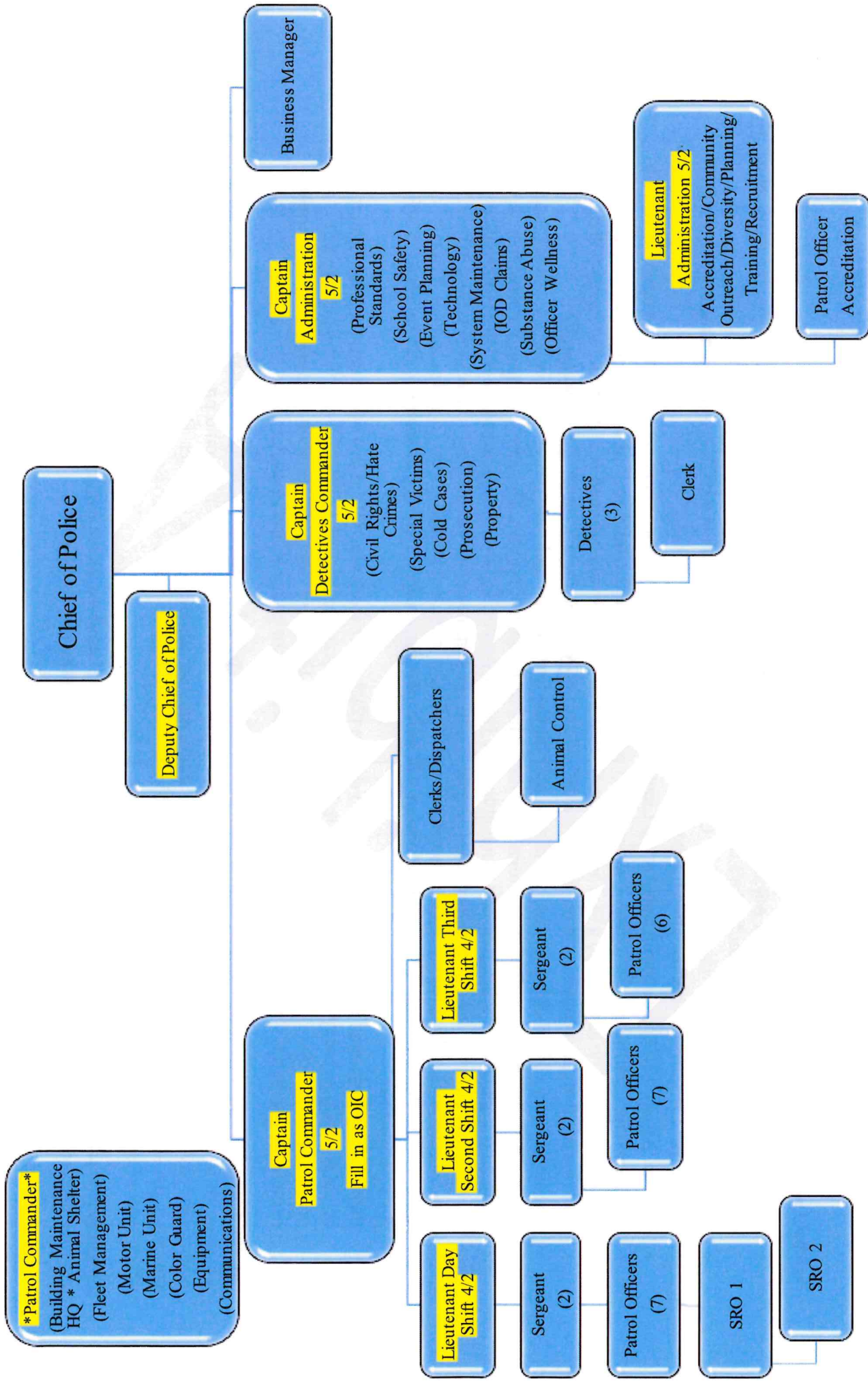
The Bristol Police Department is a nationally and state accredited agency that promotes and encourages officer training, safety, and supervision. This plan as detailed in Chief Lynch's Reorganizational Plan supports the Department's efforts to operate efficiently and meet the many new public safety and service initiatives and standards.

Sincerely,

A handwritten signature in black ink, appearing to read "Steven Contente".

Steven Contente
Town Administrator

BRISTOL POLICE DEPARTMENT ORGANIZATIONAL CHART (FY25 Proposal)



BRISTOL POLICE DEPARTMENT ORGANIZATIONAL CHART (FY25 Proposal)

Reorganization of the Department:

- Eliminate (2) of the existing Major positions and eliminate the position of Major and salary schedules from the CBA. Note: 1-Position vacant with Major Brian Burke's retirement and the other filled currently with Major Scott McNally.
- Elevate current Operations Major to Deputy Chief of Police and place position in the CBA as a union member.
- Elevate the (3) existing administrative Lieutenant's to Captain.
- Elevate in place (1) Accreditation Sergeant to Lieutenant with additional duties (community policing/outreach initiatives).
- Create a 1-first shift patrol lieutenant, 1-second shift patrol lieutenant, and 1-third shift patrol lieutenant - all 3 patrol lieutenants would be assigned to a (4) four-day on (2) two-day off work schedule and said patrol Lieutenants will have holidays off that are recognized in the CBA as paid holidays ***provided it doesn't result in a replacement.***
- The department will schedule (2) two patrol sergeants on the first, second and third patrol shifts assigned to a (4) four-day on (2) two days off work schedule as determined by the Chief of Police or designee. The patrol supervisor (Sergeant) on each shift shall cover a patrol beat when said beat is not able to be filled by voluntary overtime (prior to order back) to enhance patrol officer quality of life. The Patrol Supervisor (Sergeant) will count as patrol officer staffing to meet the CBA (Article XX-D) provision of having three (3) separate cruiser beats and shall now include ranking officers (e.g., Lieutenant, Captain, and Major) when this provision arises. ***This provision will only take place when there are at least two (2) supervisors scheduled for a patrol shift.***
- Patrol Lieutenants shall be assigned to work a (4) day on (2) day off work schedule in lieu of the current patrol Lieutenant's (5) five-day on (2) two-day off work schedule. The 1-Accreditation Lieutenant and 3-Captains will be assigned to a (5) five-day on (2) two-day off work schedule with the understanding that the Patrol Commander may be required to fill in for patrol lieutenants and patrol sergeants in the event of injury, illness, and/or police-related reassignments.

Adding a patrol lieutenant to the first, second and third shift combined with the sergeant positions depicted in the table of organization will assist in controlling patrol supervisor overtime on those shifts respectively. The schedule would provide another layer of supervisory coverage so that there will always be two (2) supervisors scheduled to work together. By mandating that at least one (1) supervisor per shift shall be scheduled to work there will be no need to replace a shift supervisor, thus creating savings for the Town which shall offset the costs of reorganizing the department.

The proposed plan would require enforcement of existing language as outlined in the collective bargaining agreement (eliminating any past practices for supervisory leave) with the IBPO Local 304 pertaining to leave.

******SEE MOU for final agreed upon plan/management rights...***

BRISTOL POLICE DEPARTMENT ORGANIZATIONAL CHART (FY25 Proposal)

*An example would be if there is a lieutenant and a sergeant scheduled to work on the same day, same shift, only one (1) supervisor would be allowed the day off, not both. This practice already applies when there are two sergeants scheduled to work the same day, same shift, and only one sergeant is allowed the day off, not both. Notice will be given to the IBPO Local 304 regarding past practice as it pertains to lieutenants and sergeants taking leave.

Financial Impact Per Position:

Annual Salary by Rank FY25

- Deputy Chief of Police - \$98,647.19
- Captain - \$92,078.46
- Patrol Lieutenant - \$87,340.98
- Sergeant – \$81,337.22
- Patrol Officer - \$74,640.80

Fiscal Year “Salary” Increase Impact FY25

- Deputy Chief (Delta from Major) = \$6,568.73
- Captain position \$4737.48 X 3 = \$14,212.44
- Lieutenant Position - \$ 6,003.76 X 4 = \$ 24,015.04
- Sergeant Position - \$ 6,696.42 X 3 = \$20,089.26

Total=\$64,885.47 + 16% (Longevity and Holiday) = \$75,267.15

**** Excludes Pension and tax calculation**

Total Estimated Increase for Reorganization \$ 75,267.15

**** This reorganization will be financed in FY25 by removing the cost of new vehicle (\$72K) for the department a historic operating budget expense****

It should be noted that this model was created in comparison with the recently updated Portsmouth Police Department's reorganization of its rank structure and is consistent with departments similar in demographics throughout the State of Rhode Island. **Using**

BRISTOL POLICE DEPARTMENT ORGANIZATIONAL CHART

(FY25 Proposal)

Portsmouth's model as an example, they currently have 1 Chief, 1-Deputy Chief, 2-Captains, 5-Lieutenants, 8-Sergeants, 3-Detectives, 2-SRO, and 16-Patrol Officers.

The new Bristol Police Department structure would consist of 1-Chief of Police, 1-Deputy Chief, 3-Captains, 1-Accreditation Lieutenant, 1-Accreditation Officer, 3-Patrol Lieutenants, 6-Sergeants, 3-Detectives, 2-SRO's and 21-Patrol Officers.

The department cannot predict injuries, illness, retirements, or resignations when it comes to staffing shifts. The department will continue to evaluate and distribute the workload as equally as possible amongst the ranks. Shift personnel will continue to be monitored and adjusted to meet the department's goals and mission.

According to DTS overtime statistics the Bristol Police Department paid out the following dollar amounts to fill supervisor (sergeant or lieutenant) over time that may be avoided with this new model:

- Fiscal Year 2021 – 2022 - \$63,898.92
- Fiscal Year 2022 – 2023 - \$55,024.74
- Fiscal Year 2023 – 2024 - \$43,769.74
- Three Year Total Cost 2021 – 2024 – \$162,712.82
- Three Year average of supervisory overtime expenditures - \$54,237.60

Potential annual overtime savings including minimum staffing (3-beats) covered by patrol supervisor - \$54-60K annually

Police Department Comparisons:

Portsmouth Police Department – 1-Chief, 1 Dep. Chief/2 Captains/5 Lieutenants/8 Sergeants/16 Patrol Officers
Smithfield Police Department – 1-Chief, 1 Dep. Chief/3 Captains/4 Lieutenants/7 Sergeants/18 Patrol Officers
Narragansett Police Department – 1-Chief, 2 Captains/5 Lieutenants/7 Sergeants/21 Patrol Officers

Current population according to www.census.gov:

Town of Bristol, RI – 22,226
Town of Smithfield, RI – 21,838
Town of Portsmouth, RI – 17,754
Town of Narragansett, RI – 14,615