



INTER-OFFICE MEMORANDUM

Date: 2/27/26

To: Town Counsel of Cottage City

From: Chief of Police David C. Martini

Re: Full time Police Clerk Position

To maximize our public safety presence and ensure fiscal responsibility, I am proposing the hiring of one Full-Time Police Clerk at a pay rate of \$52,000 annually. This allows our officers to conduct proactive patrols and other duties while reducing the long-term financial burden on the city.

Hiring a Police Clerk is not just an administrative upgrade; it is a force multiplier. It allows our sworn personnel to focus on crime prevention and community engagement, the jobs they were specifically recruited and expensive to train for.

Utilizing a sworn officer for clerical work is an inefficient use of town resources. When we hire an officer, the "startup" investment is significant compared to a civilian position. Training an officer costs upwards of \$50,000+ to put through the Academy and Field Training and we don't have the full duty police officer for 6 months to a year. A sworn officer requires roughly \$15,000+ in initial equipment clothing, duty gear, radio, firearms, and ballistic vest. Then the cost associated with of every sworn police officer needing to maintain their Police Certification. A clerk requires only a standard workstation. At the end of the day the town is paying a "premium rate" for skills and certifications that are not being utilized. A full-time clerk puts that officer back on the street, providing a "boots on the ground" presence that the community expects.

A dedicated clerk would manage:

- Front Desk Coverage. Handling walk-in citizens, allowing the station to remain "open" while officers are on the street.
- Records Management. Processing FOIA/public records requests.
- Speed Cameras and Red Light Cameras. Review and handle digital evidence.
- Court Liaison. Managing citations, subpoenas and coordinating with the prosecutor's office.
- Data Entry. UCR crime reporting compliance is met by the state and federal.
- Assist with Community and Town Events.

Hiring our current temp full-time does more than save money. Permanent staff have a greater stake in the department's long-term success and file integrity. A full-time town employee can be granted higher-level access to sensitive databases like CJIS/NCIC that temp agencies often cannot facilitate. It ensures the "front face" of the Police Department remains consistent for our citizens and she becomes part of the community.

Cottage City Police Department
3820 40th Avenue,
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Our department currently utilizes a temporary agency to meet our clerical needs. While this has provided short-term relief, it is fiscally inefficient. By transitioning our current temporary clerk to a permanent, full-time position, the city will realize immediate hourly savings, retain institutional knowledge, and maximize the operational capacity of our sworn officers.

Currently, the town is paying a significant markup to a third-party staffing agency. We are paying \$38.00 an hour to a temp agency for a 30 hour employee, which is the equivalent of \$59,280. The clerk receives \$22.00 an hour. By hiring our clerk directly and paying her \$25.00 for full time employment, which is \$52,000. We eliminate the middleman and save money, while gaining more hours of service.

Cost Component	Current (Temp Agency)	Proposed (Full-Time Hire)	Hourly Savings
Hourly Rate	\$38.00 (30 hours)	\$25.00 (40 hours)	\$13.00
Annualized Cost	\$59,280	\$52,000	\$7,280