



# LA VERNIA, TEXAS

*A Community Living, Learning, and Working Together*

February 8, 2024

**To: City Administrator, Y. Griffin/City Council Members**

**From: Chief Donald Keil**

**Re: Restructure of Police Department personnel**

As you are aware, the Lieutenant position is currently vacant. I have completed an inventory of the department's needs and concluded that hiring a new Lieutenant would not be necessary for our department. I seek approval to create an Administrative Sergeant and Patrol Sergeant position and promote current full-time police officers from within.

This will allow our department to have more substantial supervision on a day and night scale rather than monitoring from daylight hours. The Lieutenant's pay grade is grade 47 (year 1) and is \$33.37 hourly. I want to split that pay in half and use these current wages already in the Police Department's current budget to pay for the two new Sergeants to oversee day and night operations. The Corporal position is active, and a promotion will occur with funding already in the current PD budget. The Corporal will supervise daily operations when the Sergeant(s) are unavailable and support the SROs on the school campuses.

The city pay scale listed Sergeant wages at (year 1) at \$30.83 hourly. If approved, it would not increase the budget for 2023-2024 since the Lieutenant position had already been budgeted; the difference could be offered toward both new positions with savings of nearly \$1000.00 for my current budget.

An organizational chart is attached for your review. This will increase our department's supervision strength and the growing city's needs.

Sincerely,

**Donald Keil**

A handwritten signature in blue ink, appearing to read "Donald Keil".

**Chief of Police**



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