

**OELWEIN POLICE DEPARTMENT  
CITY OF OELWEIN, IOWA**



**MEMORANDUM**

**FROM:** Jeremy P. Logan, Chief of Police

**DATE:** December 15, 2020

**TO:** City Administrator Dylan Mulfinger

**SUBJECT: Officer Staffing Level**

With the pending National Guard deployment of Officer Tyler Hollingsworth, the Oelwein Police Department will be one full-time officer short for at least 12 months, starting in February of 2021. The following proposal is requested for consideration:

- The City of Oelwein Personnel Manual calls for the City to pay an employee 30 days of pay, per calendar year, for military leave.
  - Tyler Hollingsworth, due to deployment preparations and deployment, will utilize this leave by March 18, 2021.
  - In the beginning of 2022, Tyler Hollingsworth will be eligible for more military leave and is projected to utilize 24 to 30 of those days before returning back to the department. Projected cost = \$7,800
- The department provided a FY22 budget proposal to add a full-time police officer in July of 2021.

With the deployment and subsequent staffing shortage, the department would request to replace Officer Hollingsworth in February/March of 2021.

- The department would then forgo hiring an additional officer in July of 2021 and would sustain current staffing levels until the return of Officer Hollingsworth in 2022.
- Attempts will be made to absorb the cost of the replacement officer in the present fiscal year for the time where Officer Hollingsworth is receiving military leave pay and the new officer would be paid during field training. This should be roughly 4 to 6 weeks of paying both officers. This would be approximately \$4,000 to \$6,000.
- Instead budgeting an additional \$55,383.40 for the adding of an officer next fiscal year, the budget proposal would be amended to cover officer staffing at a level of 10 officers for July – December of 2021, and 11 officers for January – July of 2022.
- The new proposed increase to move towards 11 officers would be an increase of approximately \$28,400 plus the contractual and staffing pay increases. This would amend the budget proposal for sworn staff to \$704,600.

The Oelwein Police Department would respectfully request consideration of this proposal. This proposal allows for immediate relief in staffing shortages while lessening the impact on the proposed FY22 budget.