

*Request to be completed by department head. Once completed, submit to the city administrator.*

DEPARTMENT: Police Department REQUESTED  
BY: Chief DATE: 4/24/2023  
Billy Jones

#### POSITION INFORMATION

POSITION TITLE

Patrolman/ Community Resource Officer

CLASSIFICATION	<input checked="" type="checkbox"/> Full-Time Exempt <input type="checkbox"/> Full-time Non-exempt	HRLY WAGE	COMMITTEE REVIEW?
	<input type="checkbox"/> Part-Time # _____ Avg Hours Per Year	\$23.829	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO

CORE JOB DUTIES—Attach Proposed Job Description (Required)

See Attached

#### JUSTIFICATION

EXPLAIN WHY THE POSITION IS NEEDED.

Justification for a CRO is twofold, first, I feel there is a need to improve the relationship between students, families, and police officers throughout the country, and what better place to start, but in our backyard. The Richland Center Police Department strives to build rapport throughout the community and what better place to continue that model but in our schools.

Second, each year it seems that calls for service in the school continue to rise. Whether these calls are for minor violations, such as possession of tobacco products, or for more complex matters related to mental health, and or the safety of students or staff. With current staffing levels at the PD, we sometimes struggle to fill empty shifts that may have been caused by vacations, training, or for a handful of other reasons. We always attempt to fill the shifts with part-time officers or by overtime full-time staff. However, this is not always doable. Many of the types of calls we get to the schools often are time consuming, this then creates a void in coverage on the road.

The mission of the CRO Program is to create and maintain safe, secure, and orderly learning environments for students, teachers, and staff. This is accomplished by assigning a Law Enforcement Officer employed by the Police Department to School District facilities on a permanent basis during the school year.

OTHER THAN CREATING THE POSITION IN CURRENT FORM, WHAT ALTERNATIVES WERE CONSIDERED?

If the position is not created, we will continue to staff it as we have in the past.

IF NOT CREATED, WHAT SERVICES WOULD BE ELIMINATED?

Nothing will be eliminated.

#### BUDGETARY REVIEW

I HAVE REVIEWED THE DEPARTMENT BUDGET AND HAVE CONFIRMED THAT SUFFICIENT FUNDS ARE AVAILABLE FOR THE REQUESTED POSITION AND/OR THE POSITION WILL BE ALL OR PARTIALLY FUNDED BY A GRANT OR SOURCE UNRELATED TO THE MUNICIPALITY. ☐ Yes ☒ No

ALT FUNDING SOURCE:

VALUE/DOLLAR AMOUNT: \$ TERM OF CONTRIBUTION ☐ 1X ☒ Annually ☐ Years ☐ Other

Dept Head Signature:

Date: 4/24/2023

#### REVIEW AND RECOMMENDATION

##### CITY ADMINISTRATOR

☐ Approved ☐ Denied Signature: Date: Click or tap to enter a date.

Comments:

##### PERSONNEL COMMITTEE

☐ Approved ☐ Denied Date: Click or tap to enter a date.

##### FINANCE COMMITTEE



## Request for new Position

☐ Approved ☐ Denied

Date: [Click or tap to enter a date.](#)

### COMMON COUNCIL

☐ Approved ☐ Denied

Date: [Click or tap to enter a date.](#)

#### FULL-TIME COMMUNITY RESOURCE OFFICER

Position Information	Represented/Union	
Health & Dental	Family	
Start Date	8/14/2023	
Remaining Pay Periods	10	
Hours to Work (10x80)	800	
Hourly Rate	28.266	
2023 Base Pay	\$	22,613
Health Insurance	\$	7,477
Dental Insurance	\$	156
Life Ins	\$	75
WRS (6.8%)	\$	1,538
FICA (7.65%)	\$	1,730
<b>2023 Total Expense</b> <i>(unbudgeted)</i>	<b>\$</b>	<b>33,587.83</b>