

**City of Watertown**  
**Department Proposal for Personnel Addition**

DUE: 06/02/2025

Budget Year: **2026**  
 Department: Police  
 Fund / Div / Dept [xx-xx-xx]: 01-52-11

Note: TAB through cells to enter data into blue cells.

Position Title: Police Captain  
 Supervised by: Police Chief  
 FT or PT: FT  
 If PT, # of hours/week:  
 # of months: 12

Estimate of Add to Budget

The job description of a new position will be reviewed and classified a grade by an outside HR consultant. Utilizing the pay structure that exists in your department, estimate what you believe the assigned g/s will be.

Grade: P  
 Step: 1

Annual wage:	83,803	Use 2025 pay table rate
Required benefits:	12,193	
Est of ins premiums:	20,275	2025 premium rates
Compensation estimate:	116,272	

Add'l costs of hire:	9,995
Savings due to hiring:	
<b>Total of Request:</b>	<b>126,267</b>

List: Uniform allowance, vest, handgun&holster, Taser, Boc  
 Explain:

Rationale for Need: Explain why the position is necessary.

We have been making-do with the same number of administrators (4) over the past 25+ years, while the paper and computer process work has skyrocketed. This has resulted in the important work of leadership taking a back seat to the sheer volume of increased process work. Additionally, WILEAG accreditation is an item that we may have to drop if we do not obtain more personnel to assist with that lengthy process, which we really do not want to have happen. Other important work, such as policy review and updating, and yearly annual reports, has had to go unfinished. I (the Chief's position) have been working 50+ hour workweeks over the past 1.5 years in an effort to stay afloat with all of the process work, and cannot maintain this pace. We simply are at the point of needing to expand our administrative personnel to meet the increased demands of Professional Law Enforcement.