



Legislation Text

File #: 06986, **Version:** 1

Fiscal Note

The cost of hiring this new position on November 5th is estimated at \$9,700 and is not available in the Police Department's 2007 operating budget. The Police Department expects to request an additional appropriation later in 2007, and the funding required for this new position will be included in that request. The projected annualized cost is \$61,600 and will need to be included in future years' budgets.

Title

Creating a position of Court Services Supervisor in the salary detail of the Madison Police Department and authorizing the Police Department to fill this position in November 2007.

Body

WHEREAS, the Court Services Supervisor position has been assigned to a Sergeant of Police for many years; and,

WHEREAS, the 1997 Police Staffing Study Committee recommended that the Madison Police Department (MPD) continue on the path to civilianize certain administrative/support functions; and,

WHEREAS, the 2003 Police Staffing Study Committee recommended that the MPD continue to reassign officers performing functions that do not require a sworn member with newly created civilian positions to ensure that officers are being utilized for important law enforcement functions; and,

WHEREAS, in recent years the MPD has civilianized several positions that were previously filled by sworn personnel, including the Public Information Officer, the Records Services Supervisor and a Records Services Clerk; and,

WHEREAS, the Court Services Supervisor is responsible for the unit that processes all citation arrests for both Municipal and Circuit Courts, and oversees predominantly administrative and clerical functions; and,

WHEREAS, the Court Services Unit is in the process of updating procedures to permit fully-electronic transfer of files, thereby requiring a need for supervisory skills that include such technical expertise; and,

WHEREAS, the Sergeant currently filling the position of Court Services Supervisor has presented a letter of retirement effective January, 2008; and,

WHEREAS, the incumbent has filled this position for the past eight years and has significant unique knowledge of the current job requirements; and,

WHEREAS, due to the length of time in this position, it has been determined that the current Sergeant would be most effective at training a new civilian supervisor in the requirements of the position; and,

WHEREAS, in order to provide sufficient time for training to occur prior to the retirement of the incumbent, it has been determined that the new hire should be effective as of November 5, 2007; and,

WHEREAS, the cost for salaries and benefits in 2007 to fill this position as of November 5, 2007 is estimated at \$9,700, but is dependent upon Human Resources developing an appropriate classification for the position.

NOW THEREFORE BE IT RESOLVED that a Court Services Supervisor position be listed within the permanent salary detail of the Year 2007 Police Department Operating Budget. This position will be classified in compensation group 18, at a range to be determined by a review of the job requirements by staff from the Human Resources Department.

BE IT FURTHER RESOLVED that the MPD be authorized to fill this position, effective November 5, 2007.

BE IT FINALLY RESOLVED that the Police Department may request an appropriation of approximately \$9,700 later in the

year, subject to a third quarter review of the 2007 Police Department Operating Budget.