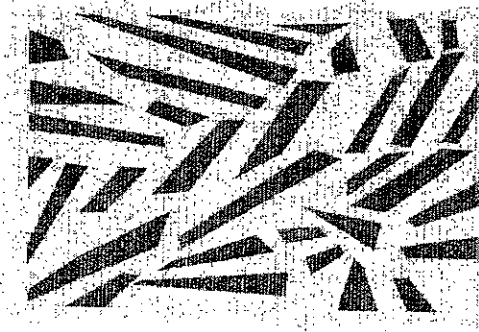


FACSIMILE TRANSMITTAL

CPNA



From: Cooper Park Neighborhood Association

Beth A Rehrer, Chair
Name of Sender

(414) 476-9464
Telephone Number

brehrer@wi.rr.com

Page 1 of 3 Pages

Date: February 22, 2006

To: Community Services Staffing Task Force
Company Name

Fax: 286-3456

Attn: Ald Terry Witkowski

COMMENTS: Here is a compilation of survey responses from CPNA Members regarding the Community Service Officer position.

I am unable to attend the meeting on Friday, is it possible to get minutes of the meeting emailed to me at brehrer@wi.rr.com? This would be great for our Spring Newsletter.

The document being faxed is intended only for the use of the individual or entity to which it is addressed, and may contain information that is privileged, confidential and exempt from disclosure under applicable law. If the reader of this message is not the intended recipient, or the employee or agent responsible for delivering the message to the intended recipient, you are hereby notified that any dissemination, distribution or copying of this communication is strictly prohibited. If you have received this communication in error, please notify us immediately by telephone and return the original message to us at the above address via the United States Postal Service. Thank you.

Survey Related to Community Services in Milwaukee

1. From your current understanding of the proposed civilian position of Community Service Officer for the city of Milwaukee, please comment on the need for this position in Milwaukee or, the absence of a need.

This position is urgently needed in Milwaukee. We would hope there would be at least 2 per district.

2. From your perspective, what situations and duties would be most appropriate for a civilian public safety officer to respond to and undertake?

To aid in follow-up calls after the fact. ie. after an auto break-in, some of our neighbors wanted to prosecute + could not get to an appropriate officer. It would be helpful if they could respond to parking violations + issue citations for same. Respond to noise ordinance violations + again be able to issue a citation. Block streets + direct traffic @ crime/accident scenes.

3. Would the concept of a Community Service Officer work in Milwaukee? Why or why not?

It would work if it improved response times to scenes + if it did not increase taxes. It would not work if these officers were unable to issue citations

4. What positive or progressive contributions to public safety do you envision if the position of Community Service Officer is implemented in Milwaukee?

Point of contact for community. (There is a Community Liaison Officer, but she is unreachable for the most part) People would feel more comfortable if they knew who they calling. To attend community functions + get to know some of the locals, again to get citizens more comfortable in calling in incidents. Share information on community safety/happenings on a regular basis; this would foster a community/MPD bond.

5. What concerns do you have or potential challenges do you envision if the position of Community Service Officer is implemented in Milwaukee?

Tax increases

If these officers were in a different uniform, there could be lack of respect issues. (They may not be taken seriously)

6. Do you feel the public would accept the response to a service call from a Community Service Officer rather than Police Officers on certain calls?

Yes, as long as they had some empowerment.

Name: Compilation by Beth Rehner
(Optional)

Organization: Cooper Park Neighborhood Assoc.
(Optional)

Survey Related to community services in Milwaukee

1. **From your current understanding on the proposed civilian position of Community Service Officer for the city of Milwaukee, please comment on the need for this position in Milwaukee or the absence of a need.**

The need to console and enforce a sense of safety to Milwaukee's adult, youth, and senior community. The Community Service Officer should be Pro Active instead of Reactive; crime solving is a police responsibility. Community Service Officers can help empower the communities.

It can:

- a. Help reduce truancy – enforce curfew and protect seniors from strong-arm robberies.
- b. Help identify and recognize the dynamics of neighborhoods, which can reveal concealed crime and encourage stakeholders to spring into action.
- c. Help clarify misconceptions about neighborhoods and neighborhood crime.

This program can recognize or attempt to recognize the needs of neighborhoods, and bring the "**left – outs**" into a full safety mode, this is the very heart of a proactive system.

This program will offer full provision for early prevention and for the solving of community problems and provision of necessary services.

Public safety must be a priority at all times!

2. **From your prospective, what situations and duties would be most appropriate for a civilian public safety officer to respond to and undertake?**

Some Situations

Gangs

Some Duties

- a. Truancy
- b. Depart from stereotypical thinking
- c. Emphasize the proactive thrust get to know the youth

Strong – Arm Robberies

- a. Identify truancy
- b. Know the time seniors receive their disbursements
- c. Respond quickly
- d. Be visible at all times
- e. Always be aware of unoperating street lights and report to the proper department

Drugs

- a. Identify truancy
- b. High traffic areas
- c. Late night traffic
- d. Lookouts, eyes, parrots

Some Situations

Guns

Some Duties

- a. Identify truancy
- b. Strong collaboration with communities
- c. Join and support neighborhood strategies that help reduce guns, drugs, and criminal activities

3. Would the concept of a Community Service Officer work in Milwaukee? Why or why not?

Yes, why? The community will look at the Community Service Officer as “What do we need to do to support the services.”

Why not? Because, some politicians do not always be on guard and enact programs that support their district, they diametrically enact laws/ordinances that places afflictions on their citizens.

4. What positive or progressive contributions to the public safety do you envision if the position of Community Service Officer is implemented in Milwaukee?

The Community Police Program contribution approach should be to fulfill the social, economic, and cultural need of a community. Their contribution can and will bring down the great wall of mistrust. Self-awareness and effective communication methods affect positive change in the relationship of law enforcement and community; to see and experience a positive change. This position will provide a relationship or a partnership with the community it will influence stakeholders and rebuff criminal activities.

5. What concerns do you have or potential challenges do you envision if the position of Community Service Officer is implemented in Milwaukee?

Intent (vs.) Implementation
Intent

The intent is to successfully give effective services to the community to respond to many types of non – violent, “after the crime,” and service type calls.

It is envisioned that this civilian officer could answer calls to service for crimes not in progress, direct traffic, and respond to traffic accidents among other duties.

Implementation

I envision this program guidelines and focus to be minimized. The productive element will become ineffective. The guidelines will be too broad and the focus will be lost.

6. Do you feel the public would accept the response to a service call from a Community Service Officer rather than Police Officers on certain calls?

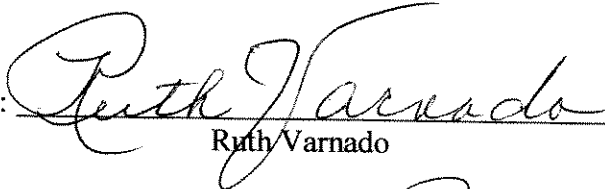
My God Yes! Because of past trauma and undesirable experiences which has caused undue stress a positive endeavor can free citizens minds, create the feeling of safety, and bridge the gap between community and local law enforcement.

Community Service Officers can only promote safe neighborhoods; neighborhoods with strength and dignity.

At this time, our communities are facing increasing pressure to crack down on crime and public rowdyism. Milwaukee communities would embrace a program designed to help reduce crime and disruptive behavior.

Note: - This initiative were discussed in a Community meeting at LPCC, Inc. with Chief Hegerty and Sheriff David Clarke.

Name:


Ruth Varnado

Organization:


Lincoln Park Community Center, Inc.

Survey Related to Community Services in Milwaukee

1. From your current understanding of the proposed civilian position of Community Service Officer for the city of Milwaukee, please comment on the need for this position in Milwaukee or, the absence of a need.

2. From your perspective, what situations and duties would be most appropriate for a civilian public safety officer to respond to and undertake?

/.

3. Would the concept of a Community Service Officer work in Milwaukee? Why or why not?

yes, why? ^{why} Yes The Community ^{will} ~~the~~ look at it as, what do we need to do to support the service!

Why not? Because ^{some} politicians don't always be on guard and enact programs that support their district; they dimetrically enact laws/a that places afflictions on their extezous.

4. What positive or progressive contributions to public safety do you envision if the position of Community Service Officer is implemented in Milwaukee?

5. What concerns do you have or potential challenges do you envision if the position of Community Service Officer is implemented in Milwaukee?

6. Do you feel the public would accept the response to a service call from a Community Service Officer rather than Police Officers on certain calls?

*My God YES!
This will not only service the residents of
Communities, it will also help reduce crime.
This initiative were discussed in a Community
meeting at LPCC, Inc. with Chief Heggerty*

Name: *Juth Garrado*
(Optional)

Organization: *Lincoln Park Community*
(Optional) *Center, Inc.*

Survey Related to Community Services in Milwaukee

1. From your current understanding of the proposed civilian position of Community Service Officer for the city of Milwaukee, please comment on the need for this position in Milwaukee or, the absence of a need.

I believe that there is a need for such a position in the City of Milwaukee to help reduce the backlog and speed up responses for low priority calls in the city and to free up more sworn officers for patrol duty.

2. From your perspective, what situations and duties would be most appropriate for a civilian public safety officer to respond to and undertake?

Appropriate situations and duties for these officers would be: direct traffic; handle low priority calls (e.g. noise complaints); handle taking reports for accidents, theft or burglary (if the assailant is gone from the scene); and other duties that would not require the need for arrest powers or a firearm.

3. Would the concept of a Community Service Officer work in Milwaukee? Why or why not? *It could work if the Police Union would allow it to happen.*

4. What positive or progressive contributions to public safety do you envision if the position of Community Service Officer is implemented in Milwaukee?

Ability to free up more sworn officers to handle fighting crime, reduction in ~~an~~ waiting time by residents to handle complaints calls, answer calls to take reports, and to do other ~~the~~ reports.

5. What concerns do you have or potential challenges do you envision if the position of Community Service Officer is implemented in Milwaukee?

Public acceptance of the position.

6. Do you feel the public would accept the response to a service call from a Community Service Officer rather than Police Officers on certain calls?

If there was support from the police department and the public was given a positive introduction to the program.

Name: _____
(Optional)

Organization: 13 DVA
(Optional)



**Seattle Police Department
Alternative Work Schedule/Part-Time for Sworn Personnel
Memorandum of Agreement**

This Alternative Work Schedule/Part-Time for Sworn Personnel Memorandum of Agreement is established to provide the terms and conditions between the Seattle Police Department and its employees regarding the conditions of their part-time arrangement.

Effective June 30, 2005, the Department has agreed to implement a pilot project of part-time work schedules for sworn personnel, for a maximum of two years with an annual renewal process requiring mutual agreement.

General Conditions

- A. Approval of part-time work is at the discretion of the Deputy Chief of Administration;
- B. The Deputy Chief of Administration would consider part-time work request where such potential placement would not create significant operational problems or result in service delivery issues;
- C. The number of part-time positions in effect at the same time shall not exceed 20 patrol officer positions;
- D. The Deputy Chief of Administration will not authorize a part-time applicant without a minimum of three years Seattle Police patrol experience;
- E. The Deputy Chief of Administration will consider authorizing part-time for employees in the rank of "Police Officer," who able to perform the essential functions of a patrol officer and able to work independently with minimal supervision;
- F. The part-time work schedule shall commence at the beginning of a Department pay-period;
- G. This Agreement shall be authorized for one-year from the execution date, unless terminated or extended as stated below; and
- H. The Agreement may be terminated as a result of workload changes, budgetary concerns, legal mandates, or other Department needs, prior to one year by either of the participating employees or the Department. Either party wishing to cancel the agreement must provide a notice of cancellation not less than two pay periods in advance.
- I. No full time employees shall be used to supplement, fill, augment, or otherwise be assigned to any part-time schedule as identified in this Agreement, unless the person is a participant in the program and has become a part-time employee.

Employee's Responsibility

The employee is responsible for the following:

- A. Performing the essential functions of a patrol officer;
- B. Working independently with minimal supervision;
- C. Remaining flexible in responding to the unexpected or increased demands within the Department;

- D. Attending and satisfactorily completing the required training within the first quarter of the calendar year;
- E. Putting forth the extra effort to remain current on Department events and changes to policies and procedures which affect your job and is required by Department policy;
- F. Demonstrating conscientious and productive work habits, and being self-motivated;
- G. Scheduling personal appointments during off-work times, as much as possible;
- H. Maintaining satisfactory performance standards;
- I. Keeping communication channels open with chain of command, officers and citizens; and
- J. Adhering to pilot plan eligibility, including not working any related and/or non-related law enforcement secondary employment.

Employee's Working Conditions

- A. Work Schedule: Employees shall maintain the part-time work week schedule established by the Department and reflected in this agreement. Employees will ensure that any unanticipated or anticipated change to the schedule is promptly communicated to the designated on-duty supervisor before the start of the scheduled shift.
- B. Wages: Employees shall be paid the appropriate hourly rate for their classification.
- C. Voluntary Overtime: Employees shall not be permitted to work voluntary overtime assignments.
- D. Mandatory Overtime: Shift extensions beyond the regularly scheduled 10-hour shifts shall be paid at the overtime rate. Overtime pay for court appearances shall be paid consistent with Section 5.6 of the collective bargaining agreement. Employees shall be paid straight time for mandatory assignments, including coverage of special events and unusual occurrences. Employees shall not be entitled to callback pay, provided that if the total number of hours worked in a workweek exceeds 40-hours. The employees shall be paid at the overtime rate for all hours in excess of forty.
- E. Assignments: Employees shall not work any additional assignments and/or special projects, e.g., acting sergeants, FTO Program, HNT/CISM, Taser Program, etc.
- F. Training: Employees shall attend mandatory Departmental training such as range qualifications, BAC, Street Skills, ACCESS/WASIC, and CPR/AED, which must be completed by the end of the first quarter of each year. Approved training days shall be paid at regular pay and will be compensated for the actual hours of the training

session. If the actual hours of the training are less than 10 hours, the additional hours in the workday must be accounted for by using vacation or other paid time.

- G. Leave: Employees shall accrue holidays and vacations day on a pro-rata basis. No accrual of compensatory time will be allowed. Employees must use paid time such as accrued vacation before requesting a leave of absence without pay, except for an approved Family Medical Leave. If a leave of absence without pay is used, the employee will not be accruing vacation and sick leave during such a leave and that their retirement contributions will be affected.
- H. Sick Leave: Accrual of sick leave shall be pro-rated based on the hours worked.
- I. Medical Benefits: Employees shall work a minimum of 80-hours a month to receive full medical benefits, and pay the premium share for the medical coverage they have selected based on the SPOG Agreement.
- J. Deferred Compensation: Employees shall have the opportunity to participate in deferred compensation, and will be eligible for the full match available under the SPOG Agreement.
- K. Civil Service Credit: Accrual of service credit for promotional eligibility purposes shall be pro-rated.
- L. Retirement Service Credit: LEOFF 1 employees shall receive a month of service credit for each calendar month in which the participant receives basic salary for 70 or more hours. Service retirement benefit depends on the final average salary and service credit years at retirement. LEOFF 2 employees shall receive one service credit month for each calendar month in which the participant receives basic salary for 90 or more hours. Service retirement benefit depends on the final average salary and service credit years at retirement.

Term of Agreement

This original document must be approved and signed by the chain of command. It is the responsibility of the employee to ensure all signatures have been received before forwarding the form to Human Resources for processing.

I understand and concur with the above conditions. I further understand that the Alternative Work Schedule/Part-Time for Sworn Personnel Pilot Project may be discontinued by the Seattle Police Department subject to providing notice of cancellation not less than two pay periods in advance.

Executed this ____ day of ____ 2005.

Name _____

Serial # _____

Section	Unit	Phone #
Signature		Date
Supervisor		Date
Lieutenant		Date
Precinct Captain		Date

Your request to participate in the part-time work schedule with the contingencies outlined above has been approved. You are authorized to begin your 90-hour monthly work schedule of a 10-hour shift, two-days on/five-days off, including three-days on/four-days off every 4th week of the month, working the following:

_____ Shift 1: 0500 – 1500 hrs., all Mondays, Tuesdays and every 4th Wednesday of each month.

_____ Shift 2: 2400 – 1000 hrs., all Thursdays, Fridays and every 4th Saturday of each month.

You are assigned to the _____ Precinct. This alternative schedule is approved to begin _____ until further notice.

Deputy Chief of Administration John Diaz Date

Fred Treadwell, H. R. Director Date

cc: Payroll/Timekeeping Personnel File SPOG Business Rep (if applicable)



**Seattle Police Department
Alternative Work Schedule Program
Part-Time for Sworn Personnel Pilot Project**

SPD Notice: Part-Time Opportunity for Sworn Personnel

The Seattle Police Department is implementing a pilot project that offers part-time work schedules for sworn personnel. The program is voluntary and limited to 20 officers who will be assigned throughout the five police precincts. This pilot project is designed to support the mission of the Department, strengthen the Department's business needs, and improve sworn recruitment and retention by increasing employee effectiveness and efficiency.

Those who voluntarily express interest in the program must meet the following requirements:

- Be a Seattle Police employee in good standing.
- Be in the designated rank of "Patrol Officer."
- Available to perform the essential functions of a patrol officer.
- Able to work independently with minimal supervision.
- Agree to work the schedule and the precinct, where part-time opportunities are offered.
- Have a minimum of three-years Seattle Police patrol experience.
- Participation in the program, to not exceed two years, must be renewed annually.
- Be subject to the draft for major incidents and special events.
- Be available for required overtime and/or shift extension.
- Be available for court and other judicial proceedings on other than scheduled workdays.
- Satisfy annual mandatory training requirements such as range qualifications, BAC, Street Skills, ACCESS/WASIC, and CPR/AED, which must be completed by the end of the first quarter of each year.
- Agree to not work secondary employment whether law enforcement related or not.
- Be a member of the Seattle Police Officers Guild bargaining unit.
- Sign a Part-Time for Sworn Personnel Memorandum of Agreement.

Beyond these requirements, the Department and participants may cancel the agreement at any time due to unforeseen personal hardship, staffing needs and/or other unexpected Department and personal conditions. Both parties must provide a notice of cancellation not less than two pay periods in advance. In addition, denial to this program is not subject to any Department and/or SPOG grievance procedures.

To apply and for more information about the program, selection process, guidelines, and work schedules, those interested should complete an application form and attend one of the informational meetings scheduled on Wednesday, August 10 at:

- 1100 hrs. – Lower Lobby Training Room, Seattle Police Headquarters
- 1300 hrs. – Lower Lobby Training Room, Seattle Police Headquarters
- 2200 hrs. – Community Meeting Room, West Precinct

No OT will be authorized to attend the informational meetings. For a copy of the application and to further read about the project, go to <http://srvweb/spdweb/>. If you have immediate questions, contact Sgt. Terri MacMillan at 4-8489.



SEATTLE POLICE DEPARTMENT

PART-TIME FOR SWORN PERSONNEL

PILOT PROJECT PLAN

Executive Summary

The Seattle Police Department will initiate a two-year pilot project to provide part-time work schedules for sworn personnel beginning July 1, 2005. These part-time work schedules are intended to support the mission and priorities of the Department.

The Part-Time for Sworn Personnel (PTSP) program is designed to strengthen the retention of police officers and increase employee effectiveness and efficiency. This program is beneficial to the Department as it attracts and retains highly qualified and experienced employees who may need a part-time work schedule for a short duration of their career.

There are officers who have requested or needed to work less than the full-time traditional schedule for various reasons such as balancing family obligations, enhancing educational development in criminal justice and/or related field, and providing adult care. Because the traditional work schedules do not meet their needs, officers either have chosen to resign from the Department or leave police work in entirety.

In an effort to retain highly qualified and experienced Seattle Police officers, it is in the best interest of the Department and the City to provide them with an option of part-time work.

Program Description

The PTSP is a voluntary program that offers part-time work schedules for sworn personnel in uniformed patrol operation assignments. The program allows for up to 20 officers to work part-time positions, where the positions are to be distributed throughout all of the five police precincts.

Purpose

To strengthen the Department's business needs, support the mission of the Department, and improve sworn recruitment and retention by studying this pilot program of providing officers the opportunity to work part-time.

Eligibility

To be selected for PTSP, employees who volunteer must:

- Be a Seattle Police employee in good standing.
- Be in the designated rank of "Patrol Officer."
- Be able to perform the essential functions of a patrol officer.
- Be able to work independently with minimal supervision.
- Agree to work the schedule and the precinct, where part-time opportunities are offered.
- Have a minimum of three-years Seattle Police patrol experience.
- Agree to participate for one year.
- Be subject to the draft for major incidents, unusual occurrences and special events on other than scheduled workdays.
- Be available for required overtime.
- Be available for court and other judicial proceedings on other than scheduled workdays.
- Satisfy annual mandatory training requirements such as range qualifications, BAC, Street Skills, ACCESS/WASIC, and CPR/AED, which must be completed by the end of the first quarter of each year.
- Agree to not work in any related and/or non-related law enforcement secondary employment.
- Be a member of the Seattle Police Officers Guild bargaining unit.
- Sign a Part-Time for Sworn Personnel Memorandum of Agreement.

Beyond these requirements, the Department and participants may cancel the agreement at any time due to unforeseen personal hardship, staffing needs and/or other unexpected Department and personal change in circumstances. The party wishing to cancel the agreement must provide a notice of cancellation not less than two pay periods in advance.

Selection Process

PTSP will be implemented via the following procedures:

- Announce the Part-Time Opportunity for Sworn Personnel program via SPDAll.
- Officer submits an application of interest to Human Resources.
- Human Resources director reviews applications.
- Human Resources director presents all applications to a Selection Committee, comprised of a Patrol Operations bureau chief, legal advisor, Human Resources representative, and SPOG board member.
- Selection Committee reviews applications and makes their recommendation.
- Selection Committee forwards their recommendations to the Deputy Chief of Administration.
- Deputy Chief of Administration gives final approval.

- Human Resources notify officers who are selected.
- Officers sign a Part-Time for Sworn Personnel Memorandum of Agreement.
- Officers are advised of the available part-time opportunities.
- Officers select the precinct and work schedule to which they wish to be assigned, based on seniority and availability, with the most senior officer having the first choice.

Criteria for Consideration

In deciding whether to recommend approval of an employee's request to participate in the PTSP, the Selection Committee shall consider the following criteria:

- Service must include a three-year minimum Seattle Police patrol experience;
- Employee's most recent performance evaluation must meet standards;
- Satisfactory attendance record;
- Satisfactory disciplinary record;
- Demonstrated ability to perform assignments independently;
- Employee's move to a part-time assignment will not have serious adverse consequences on other staff's workload; and
- Employee's date of hire to the Department will be used to determine participation in the event that multiple employees' applications meet all eligibility requirements.

The decision to deny an employee's participation in this program is not subject to appeal to the Public Safety Civil Service Commission or through SPOG grievance procedures.

Program Guidelines

PTSP Logistics

Precinct captains will establish the work schedule for PTSP in their precinct, in accordance with the following guidelines and consistent with Department policy and City ordinances.

Supervisor and Human Resources Responsibilities

The precinct captains shall work with Human Resources to accomplish the following:

- Develop results oriented performance measures;
- Periodic informal review and monitoring of the effectiveness of the pilot project;
- Recommend changes in guidelines or procedures, as needed;
- Identify and resolve problems promptly;
- Monitor absenteeism of participants;
- Monitor employee time so that it is properly recorded; and
- Ensure that performance evaluations are completed.

Planning and Organizing Work

The PTSP is a significant change in how employees work by providing a part-time option. Employees on the PTSP typically will work more independently, because their work schedule on fixed days of the week will not allow a consistent supervisory or squad relationship.

There will need to be some flexibility during the implementation to make some changes as sergeants and staff settle into a routine. As sergeants and employees manage these new patterns of work assignment, a new level of mutual trust and respect will be necessary. The success of the PTSP relies on this kind of professionalism and demonstrated level of performance. The ultimate test of success is that the quality of work is maintained and the delivery of public safety is provided in accordance with the mission of the Department.

Employee's Responsibility

After meeting the minimum requirements noted in this document, employees interested in participating in part-time sworn employment should first identify their reasons and how they believe their participation would benefit the Department. The employee is responsible for the following:

- Remaining flexible in responding to the unexpected or increased demands within the Department;
- Attending and satisfactorily completing the required training within the first quarter of the calendar year;
- Putting forth the extra effort to remain current on Department events and changes to policies and procedures as required by Department policy;
- Demonstrating conscientious and productive work habits, and being self-motivated;
- Scheduling personal appointments during off-work times, as much as possible;
- Maintaining satisfactory performance standards; and
- Keeping communication channels open with chain of command, officers and citizens.

It is the responsibility of the employee to adhere to the written PTSP Memorandum of Agreement that they sign when accepted into the program.

Work Schedule

Employees are required to maintain their pre-approved work schedules once a work schedule is determined. The part-time work schedule of 10-hour days, two-days on/five-days off and three-days on/four-days off every fourth week, to total 90-hours a month, shall be the following:

Shift 1: 0500 – 1500 hrs.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Wk. 1	Off	10	10	0	0	0	Off
Wk. 2	Off	10	10	0	0	0	Off
Wk. 3	Off	10	10	0	0	0	Off
Wk. 4	Off	10	10	10	0	0	Off

Shift 2: 2400 – 1000 hrs.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Wk. 1	Off	0	0	0	10	10	Off
Wk. 2	Off	0	0	0	10	10	Off
Wk. 3	Off	0	0	0	10	10	Off
Wk. 4	Off	0	0	0	10	10	10

Employees must work a minimum of 80-hours a month to receive full benefits and LEOFF II employees must work a minimum of 90-hours a month to receive full credit toward retirement.

Key Concerns

The following key concerns are based on PTSP whose authorized work schedules total 90-hours a month, in accordance with pertinent City Ordinances, pending labor negotiations with SPOG.

Salaries & Overtime

- PTSP will be compensated the appropriate hourly rate for their classification, assignment and length of service.
- PTSP training will be paid straight time.
- PTSP will be ineligible for voluntary overtime.
- PTSP must use paid time such as accrued vacation before requesting a leave of absence without pay, except for an approved Family Medical Leave. If a leave of absence without pay is used, the employee will not be accruing vacation and sick leave during such a leave and their retirement contributions will be affected.
- PTSP shall be available for mandatory overtime. Shift extensions beyond the regularly scheduled 10-hour shifts shall be paid at the overtime rate. Overtime pay for court appearances shall be paid consistent with Section 5.6 of the collective bargaining agreement.
- PTSP shall be paid straight time for mandatory assignments, including coverage of special events and unusual occurrences.
- PTSP shall not be entitled to callback pay, provided that if the total number of hours worked in a workweek exceeds 40-hours. The employees shall be paid at the overtime rate for all hours in excess of forty.

- Overtime will not be permitted to backfill for an employee's absence due to their change to a part-time work schedule.

Training

- Approved training days will be compensated for the actual hours of the training session at straight time rate of pay. If the actual hours of the training are less than 10 hours, the additional hours in the workday must be accounted for by using vacation or other paid time.
- PTSP may, with prior chain of command approval, return to the job site and complete their workday if the location of the training is in close proximity of the work location.

Holidays & Vacations

- Holidays and vacation days are pro-rated on a pro-rata basis.
- Accruals for vacation are determined by regular hours worked in a pay period.
- No accrual of compensatory time will be allowed. Any overtime worked will be paid overtime.

Sick Leave

- Accrual of sick leave shall be pro-rated based on the hours worked.

Employee Benefits

- PTSP will be eligible for full benefits, but must pay the premium share for the medical coverage they have selected based on the SPOG Agreement.
- PTSP have the opportunity to participate in deferred compensation, and will be eligible for the full match available under the SPOG Agreement.

Civil Service Credit

- Accrual of service credit for promotional eligibility purposes shall be pro-rated.

Retirement Service Credit

LEOFF 1:

- PTSP will receive a month of service credit for each calendar month in which the participant receives basic salary for 70 or more hours.
- Service retirement benefit depends on the final average salary and service credit years at retirement.

LEOFF 2:

- PTSP will receive one service credit month for each calendar month in which the participant receives basic salary for 90 or more hours.
- Service retirement benefit depends on the final average salary and service credit years at retirement.

Employees who are considering retirement within 24 months for LEOFF 1 and 60 months for LEOFF II may substantially reduce their retirement benefit by working part-time because doing so may reduce their final average salary.

Cost Analysis

Projected Costs Summary for Part-Time Sworn Personnel

1 Full-time Officer	\$96,400	10 Full-time Officers	\$964,000
*2 Part-time Officers	\$111,796	20 Part-time Officers	\$1,117,960
Total Net Difference	\$15,396	Total Net Difference	\$153,960

** 1 Part-time officer = \$55,898; City pays annual total of \$11,626. Benefits such as deferred compensation, life insurance, etc. is at 100% per employee.*

Program Committee

The program idea culminated from an Employee Involvement Committee (EIC), which is a group of employees who take on department issues to further improve the delivery of customer service and enhance the work environment. A Seattle Police EIC called the Alternative Schedule for Police Officers Assigned to Patrol/Part-Time with Full-Time Training was formed in mid-2003. The committee was charged with how to improve the retention of police officers, as some chose to resign prior to retirement because of the lack of flexibility in their 9/80 work schedule. EIC members included:

- Assistant Chief Jim Pugel
- Sam Pailca, OPA Director
- Fred Treadwell, HR Director
- Sgt. Terri MacMillan
- Sgt. Erik Allen
- Sgt. Lis Eddy
- Sgt. Deb Nicholson, SPOG
- Sgt. Kevin Haistings, SPOG
- Sgt. Von Levandowski
- Ofc. Renee Witt
- Ofc. Deanna Nollette
- Ofc. Eileen Warner
- Ofc. Stacy Litsjo

Program Evaluation

The Human Resources Recruiting and Retention sergeant will be responsible for documenting the pros and cons of the program, based on monthly evaluations of the participating PTSP and their chain of command. Human Resources will also be responsible for providing the Deputy Chief of Administration a comprehensive program evaluation report biannually.

Supporting Research and Documents

1. Lt. David W. Smith, Torrance Police Department: *"What will be the impact of part-time sworn positions on mid-sized California Law Enforcement Agencies by 2006?"* Written November 2001. Presented to the California Commission on Peace Officer Standards and Training.
2. Assistant Chief Jim Pugel: Police agencies in Washington State that offer some type of job-share, part-time programs are Clallam County Sheriff's Office, Bellingham PD, Monroe PD, and Olympia PD, including the Portland Police Bureau.
3. City Archivist Scott Cline and City Personnel Manager Dean Barnes: There are no existing City Ordinances or Personnel Rules that prohibit or restrict alternative work schedule employment.
4. Doug Blair, Certification Manager, Washington State Criminal Justice Training Commission: WSCJTC has no existing prohibitions that would affect a part-time scenario assuming that the participants are fully commissioned.
5. Peter Bellmio, Consultant, Implementing Geographic Based Policing in Seattle Study, February 2005.
6. Department of Retirement Systems: LEOFF Plan 1 & 2 Member Handbook
7. Projected Costs for Sworn Officer Job Sharing
8. Alternative Work Schedule/Part-Time for Sworn Personnel Memorandum of Agreement
9. SPOG Contract
10. Application of Interest
11. SPDAII Announcement

###



**Seattle Police Department
Application for Alternative Work Schedule Pilot Project
Part-Time for Sworn Personnel**

I am interested in the Part-Time for Sworn Personnel Pilot Project. I have a minimum of three-years Seattle Police patrol experience and meet all of the qualifications for this opportunity.

Name _____

Serial Number _____ Phone Number _____

Precinct _____ Unit Number _____

Supervisor _____ Phone Number _____

Rank Preference Order of Desired Work Schedule:

_____ Shift 1: 0500 – 1500 hrs. (10-hr. shift/2-days on/5-days off)

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Wk. 1	Off	10	10	0	0	0	Off
Wk. 2	Off	10	10	0	0	0	Off
Wk. 3	Off	10	10	0	0	0	Off
Wk. 4	Off	10	10	10	0	0	Off

_____ Shift 2: 2400 – 1000 hrs. (10-hr. shift/2-days on/5-days off)

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Wk. 1	Off	0	0	0	10	10	Off
Wk. 2	Off	0	0	0	10	10	Off
Wk. 3	Off	0	0	0	10	10	Off
Wk. 4	Off	0	0	0	10	10	10

Reason for Part-Time Work Request

- _____ Immediate Family Care
- _____ Extended Family Care
- _____ Educational Development in Criminal Justice and/or related field
(Please state course): _____
- _____ Other _____

Comments _____

Signature _____

Date _____



City of Seattle

Gregory J. Nickels, Mayor

Personnel Department

Norma J. McKinney, Director

June 9, 2005

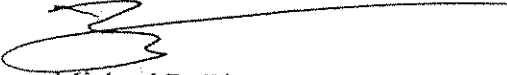
Chris Vick
Aitchison & Vick, Inc.
5701 6th Avenue South, Suite 491A
Seattle, Washington 98108

Dear Chris,

Enclosed for your review is a copy of the Memorandum of Agreement regarding the Alternative Work Schedule/Part-Time for Sworn Personnel Program. This Memorandum of Agreement was provided to Guild representatives during a recent Joint Labor Management Committee meeting and has been agreed to in principal by the Guild. The Department is ready to move forward with this program. Your prompt attention to this matter is appreciated.

Please call with any questions.

Sincerely,



Michael R. Fields
Labor Negotiator

Attachment

C: Assistant Chief Jim Pugel
Sergeant Kevin Haistings
✓ Fred Treadwell
Mark McCarty

MEMORANDUM OF AGREEMENT

By and between

THE CITY OF SEATTLE

And

THE SEATTLE POLICE OFFICER'S GUILD

This Memorandum of Agreement reflects the understanding of the City of Seattle, hereinafter "City" and the Seattle Police Officer's Guild, hereinafter the "Union," regarding employee participation in the Seattle Police Department's Alternative Work Schedule/Part-Time for Sworn Personnel Program, hereafter "the Program." This Agreement is established to provide the terms and conditions between the Department and its employees regarding part-time employment under the Program.

I. General Conditions

- A. The Program will be limited to 20 positions at any one time.
- B. The Program shall be effective June 1, 2005, and remain in effect until May 31, 2007. An employee's participation in the Program shall initially be for one year from the date they begin participating in the Program, unless terminated as provided below, or renewed for a period not to extend beyond May 31, 2007.
- C. Either the participating employee or the Department may terminate participation in the Program by providing written notice of cancellation not less than two pay periods in advance.

II. Selection Process

The process and criteria for selecting participants for the Program shall be as follows:

- A. The Human Resources Director shall present all applications to a Selection Committee, comprised of a Patrol Operations Bureau Chief, legal advisor, Human Resources representative, and SPOG board member.

- B. The Selection Committee shall review applications and make a recommendation. In deciding whether to recommend approval of an employee's request to participate in the PTSP, the Selection Committee shall consider the following criteria:
- The employee's service must include a minimum three-year Seattle Police patrol experience;
 - The employee's most recent performance evaluation must meet standards;
 - A satisfactory attendance record;
 - A satisfactory disciplinary record;
 - The ability to perform the essential functions of a patrol officer;
 - A demonstrated ability to perform assignments independently with minimal supervision; and
 - The employee's move to a part-time assignment will not have serious adverse consequences on other staff's workload, create significant operational problems or cause service delivery issues.
- C. Approval of an employee's participation in the Program is at the discretion of the Deputy Chief of Administration.
- D. Human Resources shall notify employees who are selected for the Program and advise them of the available part-time opportunities. If more than one employee has been selected for the Program at the same time, the available opportunities shall be assigned on the basis of seniority with the most senior employee having first choice.
- E. Selected employees shall be required to sign an agreement reflecting the terms and conditions of the Program and identifying the precinct and specific part-time shift that they will be working.
- F. The decision to deny an employee's participation in this Program shall not be subject to appeal to the Public Safety Civil Service Commission or to the SPOG grievance procedure.

III. Employee's Responsibilities

As a participant in the Program, the employee is responsible for the following:

- A. Ensuring that they remain current on changes to Department policies and procedures which affect their job, as required by Department policy;
- B. Demonstrating conscientious and productive work habits, and being self-motivated;
- C. Scheduling personal appointments during off-work times, as much as possible;

bargaining agreement. Employees shall be paid straight time for training and for mandatory assignments for coverage of special events and unusual occurrences and shall not be entitled to callback pay; provided that if the total number of hours worked in a workweek exceeds forty hours, the employees shall be paid at the overtime rate for all hours in excess of forty.

- E. Assignments: All Program participants shall be assigned to patrol. Employees shall not work any additional assignments and/or special projects, e.g., acting sergeants, FTO Program, HNT/CISM, Taser Program, etc.
- F. Training: Employees shall attend mandatory Departmental training such as range qualifications, BAC, Street Skills, ACCESS/WASIC, and CPR/AED, which must be completed by the end of the first quarter of each year. Approved training days shall be paid at the straight time rate of pay and will be compensated for the actual hours of the training session. If the actual hours of the training are less than 10 hours, the additional hours in the workday must be accounted for by using vacation or other paid time.
- G. Leave: Employees shall accrue holidays and vacation days on a pro-rata basis. No accrual of compensatory time will be allowed. Employees must use paid time such as accrued vacation before requesting a leave of absence without pay, except for an approved Family Medical Leave. If a leave of absence without pay is used, the employee will not accrue vacation and sick leave during such a leave and their retirement contributions will be affected.
- H. Medical Benefits: Employees shall pay the premium share for the medical coverage they have selected based on the SPOG Agreement. Employees must work a minimum of 80-hours a month to receive full benefits.
- I. Deferred Compensation: Employees shall have the opportunity to participate in deferred compensation, and will be eligible for the full match available under the SPOG Agreement.
- J. Civil Service Credit: Accrual of service credit for promotional eligibility purposes shall be pro-rated.
- K. Retirement Service Credit: As provided by state law, LEOFF 1 employees shall receive a month of service credit for each calendar month in which the participant receives basic salary for 70 or more hours. Service retirement benefit depends on the final average salary and service credit years at retirement. LEOFF 2 employees shall receive one service credit month for each calendar month in which the participant receives basic salary for 90 or more hours. Service retirement benefits depend on the final average salary and service credit years of the LEOFF member at retirement.

JUNE
Dated this 30 day of ~~May~~, 2005

Seattle Police Officer's Guild



Kevin Haistings

Seattle Police Officer's Guild President

City of Seattle



Mike Fields

Labor Negotiator

PART TIME SWORN PILOT REPORT

(September through December 2005)

By Sgt. Terri MacMillan

The Part Time Sworn Pilot Program began with the first participant in September 2005. Two more participants began in October, each started at the beginning of a different pay period in the month. The program currently consists of three participants, one male and two female patrol officers.

All of the participants are happy with their alternative work schedule. They have been well received in the augmentation of patrol on First and Second Watches. One officer currently works in the North Precinct and two of the officers work in the West Precinct. They each work 0500 – 1500 hrs. all Mondays and Tuesdays and every 4th Wednesday of each month. They have reported that they like the program and that they have no immediate concerns.

There are no problems noted by supervisors to date. Supervisory comments include: "The officer is knowledgeable of wanted suspects and incidents from the previous watch which assists the next watch." "Excellent officer, professional, and flexible enough to fill in short squads." "The officer is extremely patrol competent, professional, and low maintenance." "This program provides scheduling options for supervisors." "Everything is working well." "The officer stays in contact with their supervisor via e-mail, phone, and in person." "The officer is pleased with the program and the opportunity it affords them." "The officer is utilized as an extra officer to augment patrol."

Comments from officers: "Due to the furlough schedule, it is difficult to keep in contact with a specific supervisor. I check in with several supervisors." "The program allows me to keep my career while spending valuable extra time with my children." "I am utilized as an extra officer to augment patrol." "The dispatchers were initially not aware of our hours and gave out late calls." "I chose not to resign because of this program option." "I am getting to know different people and different areas." "This is a good option to retain employees." "I fill short squads due to vacation, holiday, furlough."

Minor issues addressed during this third quarter of 2005:

- Notified CD, Director and applicable sergeants in radio as to the names of participating officers and their hours for consideration of late calls.
- Timesheet preparation by designated person.

- Designated main supervisor, and others on shift notified of pilot program and participating officer.
- One person was overpaid, and also paid for a date they did not work. This was corrected.

Pending matters:

- Municipal Court notification. The SPD computer system is not current. Status to be determined.

Conclusion:

The Part Time Sworn Pilot Program to date has met the needs of our three participating officers and those of the Department. These are three very competent and professional officers that have been well received by their peers and supervisors. They have augmented patrol and filled in squads with short staffing levels. This gives the squads some flexibility. Their supervisors provided positive comments about all of the participating officers in the program. The supervisors also enjoy having the additional staff.

The program officers are current with their mandatory training. They have made an extra effort to report in to the program administrator and the shift supervisors. They are positive about the program and have provided input to refine the program when concerns or issues arise. There have been very few minor matters to address. This is a positive reflection of how well the program was thought through in the planning stages. Providing the benefit of schedule alternatives to Seattle Police Department employees has retained three employees this quarter. This is a positive step towards providing family friendly workplace policies and personal growth opportunities for SPD officers.

TM 12-29-05

COMPLAINT TYPES BY PRIORITY

PRIORITY 1		PRIORITY 2		PRIORITY 3		
1520	ABAND STOLEN PROP	1 4	1301 ACC PI	2	1304 ACC PDO	3
1822	ABDUCTION	1	1204 ACC PDO HWY	2	1804 CHILD CUSTODY	3
1201	ACC PI HWY	1	1305 ACC UNKN INJ	2	1610 FAMILY TROUBLE	3
1205	ACC UNKN INJ HWY	1	1510 ALARM ON BUS	2	1816 GAMBLING	3
1313	AIRCRAFT DWN	1	1926 ALTERED CURRENC	2 4	1734 JUV CONVEY	3
1700	ANIMAL BITE	1 4	1603 CALL FOR POLICE	2		
			1725 CALL BY (10-21)	2	1621 LAN TEN TRBL	3
1342	BATTERY	1 3	1702 CRUELTY ANIMAL	2 4	1351 RECK USE WEAP	3
1344	BATTERY CUTTING	1 3	1605 DEMONSTRATION	2 4	1639 SCHOOL ASSIGN	3
1345	BATTERY DV	1 3	1809 D.O.E.	2	1841 SOLICITING	3
1950	BOMB THREAT	1	1810 DRUG DEALING	2	1536 STOLEN VEH	3
1500	BURG AUD-SIL	1	1528 ENTRY AUTOS	2 3	1844 SUBJ WANTED	3
1802	CHILD ABUSE	1 2	1953 FLOODING	2 4	1849 THREAT	3
1805	CHILD NEGLECT	1 2	1927 FORGERY	2	1635 TRBL W JUV	3
1526	ENTRY	1 3	1929 FRAUD CREDIT CARD	2	1636 TRBL W SUBJ	3 4
1951	EXPLOSION	1	1928 FRAUD INNKEEPER	2 4	1850 TRESPASSER	3
1952	EXPLOSIVES	1	1614 GANG	2		
1613	FIGHT	1	1347 IND EXPO	2 3	PRIORITY 4	
1902	FIRE	1 3	1821 INJ PERSON SICK	2	1800 9-1-1 ABUSE	4
1615	FIREWORKS	1 4	1823 LOCKOUT	2	1811 ADDL INFO	4
1954	GAS LEAK	1	1704 LOOSE ANIMAL	2 4	1801 ASSIGNMENT	4
1955	HAZ WASTE MAT	1	1803 LOST CHILD	2 3	1523 BB GUN CMLNT	4
1501	HOLDUP ALARM	1	1905 MFD SECURITY	2	1726 CAR CHANGE	4
1820	HOSTAGE SIT	1	1826 MISSING CHECK	2 4	1727 CAR CHECK	4
1735	MED-RUN	1 4	1828 MIS REPT CRITICAL	2	1731 CITIZEN CONVEY	4
2003	MOST WANTED (MKE)	1	1626 MO	2	1808 CONT DEL MINOR	4
1505	MUNI HOLDUP BUR	1	1831 NOTIFICATION	2 4	1729 CONVEY PROP	4
1349	OFFICER SHOT	1	1832 OAI INTOX DRIVER	2	1812 ESCORT	4
1835	OVERTURNED BOAT	1	PH PHOTO ASSIGN	2	1901 FALSE FIRE ALARM	4
1531	RECOVERED PROP	1 4	1530 PROP DAMAGE	2 3	1930 ISS WORTH CHECK	4
1352	ROBB ARMED	1 3	1607 RECKLESS VEH	2	1813 MAIL-RUN	4
1353	ROBB ST ARM	1 3	1732 REPORT TO (10-22)	2	1825 MARINE VIOL	4
1840	SCHOOL CROSSING	1	1533 SHOPLIFTER	2 3	1827 MISSING REPORT	4
1354	SEX ASST	1 3	1842 SUBJ DOWN	2	1829 MISSING RETURN	4
1356	SHOOTING	1	1359 SUSP PERS AUTO	2	1625 NOISE NUISANCE	4
1357	SHOTS FIRED	1	1537 THEFT	2 3	1834 OPEN HYDRANT	4
1632	SUBJ WITH GUN	1	1540 THEFT VEHICLE	2 3	1836 PARKING TROUBLE	4
1634	SUBJ WITH WEAP	1	1959 TRAFFIC HAZARD	2	1838 PHONE CALL CMLNT	4
1843	SUBJ IN WATER	1	1851 WELFARE CITIZEN	2	1730 PICKUP PARTNER	4
1847	SUICIDE ATTEMPT	1 3			1733 PRISONER TRANS	4
1360	SUSP PACKAGE DEVICE	1			1611 PROP PICK-UP	4
1956	TORNADO TCHDWN	1			1532 RECOVERED VEH	4
1299	UNDEFINED	1 2 3 4			1848 TAVERN VIOLATION	4
1502	VARDA BURG	1			1638 TRUANT	4
1503	VARDA HOLDUP	1			1724 VEH MAINTAIN	4
1504	VARDA PANIC	1			1961 WATER MAIN BRK	4
1637	VIOL REST ORD	1 3				
1962	WIRES DOWN	1				