



SARATOGA SPRINGS

POLICE DEPARTMENT

CHIEF GARY HICKEN

To: Mayor and City Council via City Manager
From: Chief Gary Hicken *G. H.*
Date: June 10, 2010
Subject: *Records Clerk Position*

Mayor and City Council

During the recent budget discussions the Police Department requested an upgrade from a Part-time to a Full-time Police Records Clerk. The City Council has decided not to approve the requested upgrade, but I am concerned that the need for help in this area has not been fully demonstrated. I am requesting that you please review the following information regarding the need for at least a part time records clerk if nothing else.

In my proposal for an upgrade from Part-time to Full-time Records Clerk I indicated the total additional cost would be **\$27,314**.

The reason I requested the upgrade instead of an additional Part-time Clerk is for the following reasons:

1. I cannot attract any experienced Police Records Clerks to our City with an offer of part-time employment. This last recruitment confirms my concern. We had 20 applicants, but not one had any experience in Police work or the Spillman Records system. I was told by several experienced Clerks they would love to come here, but not for a part-time job. It takes approximately 3 months to get them trained and when they are trained they can easily leave for a full-time position when they become available.
2. The full-time position allows us to fully train another person to back-up Kim in the Administrative Assistant job when Kim is off.

If the full-time position is not approved by the City Council, I still need at least one additional Part-time Clerk to keep up with the workload. Currently I have Cristy working 40 hours a week and we cannot keep up with the workload. I have no other option to offer as to how to reduce the load. I am out of options. Note – there is an obvious need to hire 2 additional part-time Court Clerks due to the increased workload of the Justice Court. Yet every one of those “increased workload” cases comes through our Records Clerks first. Which should make it obvious if the Court workload has increased to the point those bodies are needed the same applies to us. We become a significant bottleneck between the Officers and the Court when the support personnel is not there to keep the information flowing. We need help.

An additional Part-time Police Records Clerk would cost **\$16,040**.
 Calculations (\$14.77 x 1040 hours = \$14,872 x 7.65% benefits + \$1,138 = \$16,040)

With an increase in overall support personnel workload approaching 30% over what we had in 2007, with the same number of support personnel, I hope you can see why this is necessary.