

**CITY OF WASHINGTON, ILLINOIS**  
**City Council Agenda Communication**

**Meeting Date:** February 15, 2021

**Prepared By:** Chief Michael McCoy and Deputy Chief Jeff Stevens

**Agenda Item:** Staffing Request

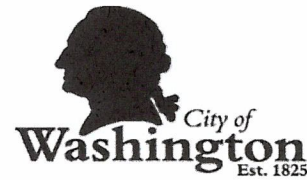
**Explanation:** Attached you will find an Employee Requisition Form asking the Finance and Personnel Committee and the Washington City Council to consider our request for two (2) additional Washington City Police Officers. We believe with the current Washington population; police call load and national staffing averages that these positions are badly needed. In addition, with pending police reform legislation the interest of current officers looking for employment in others states has become an issue.

The Washington Police Commission has just completed testing and has provided us with a very good list of qualified candidates. This provides us with the opportunity to hire highly qualified applicants. We continue to recruit candidates that are current officers as this affords us the ability to lateral transfer officers onto the Washington Police Department at a huge savings.

I have also attached the Memo, from last year, that provides information in addition to this years request.

**Action Requested:** Direction from the Finance and Personnel Committee and the Washington City Council referencing authorization for the hiring of two (2) additional Washington Police Officers

# Employee Requisition Form



Open positions are not automatically approved and must be reviewed by the administration before the position can be posted. This form will assist the hiring manager in explaining why it is necessary to fill the position. To post a job opening, the Department Head/Manager must (1) complete this form (2) attach an updated job description and organizational chart (3) obtain the necessary signatures (4) return the completed form, job description, organizational chart and any requested information to the Human Resources Supervisor.

Request Date FEBRUARY 15, 2021 Date New Hire Needed MAY 1, 2021  
Job Title POLICE OFFICER (2) Department POLICE  
Manager CHIEF OF POLICE Phone Number 309.444.1113

Status ☒ FT ☐ PT ☐ Regular ☐ Temp ☐ Exempt ☐ Non-Exempt

Schedule ☒ Monday - Friday ☒ Weekends ☒ Holidays ☒ On call  
☐ 12-hour shifts ☐ Alternative ☐ Rotating shifts

Position ☐ Replacement - list employee's name ☒ New staff - attach written justification  
(Need Council's approval) (2)

Is this an additional staff member of an existing position?  
☒ Yes If so, please attach a copy of the job description.

Please identify the need to expand the number of employees providing this job function. Include the proposed funding sources (General Fund, Utility Fund, Grant, other). Will this position reduce any other costs to the City? (Overtime, reliance on contracted or other agreements, etc.). Has the City Council considered this expanded level in the past 5 years?  
☐ No Please provide a description of the job indicating what makes this job different than an existing employee, the reason the position is necessary and the proposed funding sources (General Fund, Utility Fund, Grant, other). Will this position reduce any other costs to the City? (Overtime, reliance on contracted or other agreements, etc.) Has the City Council considered this expanded level in the past 5 years?

Is this position included in your budget? ☐ Yes ☐ No GL Account for position \_\_\_\_\_

Michael D. McCoy 2-15-21  
Requestor Date

## Approvals

\_\_\_\_\_  
Human Resource Supervisor Date

\_\_\_\_\_  
City Administrator Date

Decision: ☐ Approved ☐ Not Approved ☐ On Hold - Resubmit in \_\_\_\_\_ weeks  
Position to be posted: ☐ Internally ☐ Externally



## Washington Police Department

115 WEST JEFFERSON STREET  
WASHINGTON, ILLINOIS 61571  
NON-EMERGENCY (309) 444-231

Michael D. McCoy

Chief of Police

February 10, 2020

Ray Forsythe  
City Administrator  
City of Washington  
Washington, Illinois 61571

This Memo is concerning the request of the Chief of Police, of the Washington Police Department, to increase the number of full time Police Officers to include one (1) additional Police Patrol Officer.

National statistics indicate that the average number of Police officers, for a City of 10,000, is 16.8 Officers. Assuming that the City of Washington has approximately 17,000 citizens, and growing, that would mean that our total number of Police Officers should be 28.5. The Washington Police Department currently has 22 full time Officers, including the Chief of Police and Deputy Chief of Police.

While having 28 Officers would be average, and ideal, I believe that increasing by six (6) Police Officers at one time would be unwise and not productive, let alone a total strain that the budget could not absorb.

I believe that the Washington Police Department is one of the best equipped, best trained, best outfitted and average paid, in the area. We can attract the right kind of employees because of what we have to offer...which is far more than most other departments of our size.

The Washington Police handled over 13,000 calls in 2018 and over 12,000 call in 2019, not including stops for violations, warnings, accidents and self-initiated calls.

By increasing our total number by one (1) we can cut overtime by a minimum of \$20,000 the first year and more the second year. (Realizing that any new officer is only a real value after six (6) months.) This would have an undetermined effect on total reduction of replacement vacation and sick time, but it would reduce the added overtime needed for replacement.

I would suggest that the City plan at least one additional Officer for the next two years to keep us somewhat abreast competitive with other department in the area.

This position would be funded through the Police portion of the General Fund.

We all know and understand that Public Safety is the number one reason a person or family locates to a specific city. The Washington Police Department is under-manned, by a large percentage, and steps need to be taken to ensure that we can provide the type of service that the community demands.

By hiring one additional patrol officer, a large step is being taken to ensure that we don't fall so far behind that we can not catch up.