

To: Police Union

From: Michael A. Mason, Chief of Police

RE: Proposal for extra shifts during July/August 2015

Date: 5/29/15

I would like to propose the following to the Police Union:

1. Addition of 3 extra Part Time/Special patrols (day, eve, mid):
  - The shifts would be scheduled Thursday 3-11p and run consecutively to Sunday 7-3p.
  - They would only be added through the months of July and August 2015.
  - They would be offered for Part Time and Special Officers ONLY.
  - PT/SPO will NOT be pre-scheduled for overtime (if last minute sick outs or other situations arise that cause PT/SPO to get OT, they may be allowed, but if it will result in OT, they may only take after all others have been offered).
2. This would raise our standard minimum mandatory staffing from 2 to 3.
3. On the days when the shifts are filled, if a full time officer requests and is granted the day off, it would NOT be backfilled for overtime unless we drop below minimum staffing of 2.
4. Shifts would be offered "across the board", but if no PT or SPO takes the shift, we would operate as per usual.
5. During the times that a PT or SPO is scheduled (raising above the minimum mandatory), full time officers would NOT be bound by the "last minute time off" policy and would be allowed to book off for shifts as long as it did not create overtime. Meaning, if there are 3 officers on duty, a FT officer may book off with supervisor approval at "last minute". The 2<sup>nd</sup> officer requesting to book off, however, would be bound by the standard policy (cannot create last minute overtime).

Benefits to staff:

1. Last minute time off would be granted more regularly during summer months of July and August-during above time periods.
2. When no one books off for a shift, we would have more officers on the road to handle calls.
3. Proof of concept for Town that if they allow us to add additional officers, we can build our department and not create additional overtime (creation of a real HPD).

Negatives for Staff:

1. Less overtime (shifts would not be filled as per usual if we are above minimum mandatory), but would only apply from Thursday-Sunday in July and August--2015).

Benefits to Town:

1. Overtime would be reduced during the above periods.
2. More officers on the road during the above periods.
3. \*\*Proof of concept for Board of Selectmen and Finance Committee that additional officers will cut overtime.

Negatives to Town:

1. Additional \$12,000-\$15,000 in funding spent for Part Time/SPO help during summer months (not normally budgeted for).