



MEMORANDUM

To: Mayor and City Council
From: Billy Grogan, Chief of Police
Date: February 12, 2024
Subject: Request for Additional Personnel

ACTION

Approve a Sergeant and three Patrol Officer positions for a Street Crimes Unit. Also, approve a Civilian Fleet Manager.

BACKGROUND/SUMMARY

For the past several years, we have asked for a new Sergeant and three patrol officers to form a Street Crimes Unit to conduct narcotics and vice operations, and to help combat the growing issue we have with violent crime.

Since 2015, we have made over 200 prostitution-related arrests and dismantled several large commercial sex trafficking organizations. These types of investigations are both complicated and time consuming, taking Detectives away from their normal duties.

Although we do not have a lot of public hand-to-hand drug sales in Dunwoody, we do have a great number of clandestine transactions and larger drug trafficking organizations operating here. These cases are typically more complicated, violent, and require more resources to have a successful outcome. We also receive drug trafficking complaints frequently and generate leads on potential drug trafficking through our officers.

We have made over 1,000 narcotic-related arrests since 2015. Since we do not have a particular unit to conduct these investigations, our Crime Response Team, Detectives, and Uniform Patrol Officers handle these complaints, depending on the type of complaint and depth of investigation needed.



A small sample of recent drug arrests demonstrates the critical need for the City of Dunwoody to have a specialized unit that is focused on drug investigations. Two separate DEA investigations led to the arrest of the suspects and seizure of 4 kilos of cocaine and 90lbs of methamphetamine. Our Detectives worked with the U.S. Postal Inspectors to break up a significant illegal pill operation. In other investigations, 44 kilos of cocaine were recovered and 10 kilos of heroin.

Recently, officers and detectives broke up a drug trafficking organization operating in one of Dunwoody's local neighborhoods. Drugs, a large amount of cash, and 20 various firearms were seized.

We currently have five vacancies in the department. It is anticipated that we will fill these positions by the end of the second quarter of 2024. Therefore, I propose we fund these four new sworn positions beginning July 1, 2024, using ARPA II funds.

BerryDunn recommended these positions.

Anticipated COST 2024: \$523,381 (This includes one-time costs)
Anticipated COST 2025: \$419,400

Our fleet is currently managed by the Day Shift Lieutenant. As our fleet has grown over the years, this responsibility has become a larger burden on the Day Shift Lieutenant, who should be focused on managing his shift. Having a civilian manage our fleet will free the Day Shift Lieutenant up so he can spend more time leading his team.

This position should be easier to fill than a sworn position. Therefore, I recommend we fund the position beginning April 1, 2024, using ARPA II funds.

BerryDunn recommended this position.

Anticipated COST 2024: \$66,897 (This includes one-time costs)
Anticipated COST 2025: \$85,263

RECOMMENDATION

Staff recommends the City Council approve the four sworn positions and the one civilian fleet manager using ARPA II funds for 2024 and 2025, which are available. The total cost to fund these positions for this time period is \$1,094,941.



TITLE: Fleet Maintenance Coordinator
 DEPARTMENT: Public Safety
 FLSA STATUS: Non-Exempt

JOB SUMMARY:

This is an administrative position that works under the general supervision of a police department dayshift patrol Lieutenant. This employee is responsible for ensuring that all police department vehicles and related equipment are properly maintained.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Coordinates the general maintenance and repair of all police department vehicles.
- Receives daily reports of vehicle problems and assures that vehicles are taken to the appropriate place of repair (i.e. City garage, radio shop, and/or body shop).
- Maintains an updated status of vehicles currently being repaired or serviced and assures the return of the vehicle to the police department.
- Maintains ongoing files on all department vehicles related to status, assignments, repairs, equipment, and mileage.
- Maintains a file on all vehicles involved in accidents providing this information to courts, insurance companies, and appropriate City personnel, when necessary.
- Assists the City purchasing department with ordering and equipping new police department vehicles when needed.
- Develops a working knowledge of all the equipment installed in police vehicles to assist in troubleshooting issues; coordinates with other City departments and vendors when needed.
- Assures that yearly vehicle emission inspections are completed.
- Maintains a vehicle key log and the fuel registry.
- Maintains the vehicle equipment inventory, and assists with purchasing, as needed.
- Provides vehicle keys to all police officers.
- Will be required to perform other related duties as requested, directed, or assigned.
- Regular attendance and punctuality are essential requirements of the job.

MINIMUM QUALIFICATIONS:

Education and/or Experience

- a) High School graduate or GED and at least 18 years of age at time of hire.
- b) One to two years' experience with automotive recordkeeping is preferred but not required.
- c) Must possess a valid State of Georgia Driver's License (Class C) and a satisfactory Motor Vehicle Record (MVR).
- d) An equivalent combination of education and experience may be acceptable.

Necessary Knowledge, Skills, and Abilities

- a) General knowledge of automotive terms including those used in diagnostics, as well as a basic understanding of parts and their usage
- b) General knowledge of police equipment and its usage
- c) Knowledge of personal computers and computer software applications



- d) Knowledge of modern office practices, equipment, methods, and procedures
- e) Effective verbal and written communication skills required
- f) Computer skills are required for maintaining records, writing reports, contacting other departments to give and receive information, and providing information necessary to acquire and maintain vehicles
- g) Ability to organize information, prepare written reports, and maintain a schedule of required events necessary for the maintenance of motor vehicles
- h) Ability to maintain effective relationships and deal tactfully and courteously with officials, employees, vendors, and the general public
- i) Ability to use MS Office Suite software including Word, Outlook, Access and Excel and the ability to learn other related applications as needed
- j) Ability to strictly follow department procedures
- k) Ability to understand and carry out complex verbal and written instructions
- l) Ability to communicate clearly and effectively, verbally and in writing
- m) Ability to manage stressful situations

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to sit and drive for extended periods of time.
- The ability to drive a motor vehicle is required.
- Hand-eye coordination is necessary to operate motor vehicles, computers, and various issued equipment.
- While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop; kneel, crouch, or crawl; talk or hear; and smell.
- The position requires 30 to 40% of work time to be performed outdoors in the parking area or traveling to and from service or repair shops.
- The employee must occasionally lift and/or move up to 30 pounds.
- Specific vision and hearing abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Normal vision acuity, either corrected or uncorrected, is necessary for driving a motor vehicle, reading manuals, schematics and other technical materials related to automotive repair.
- While performing the duties of this job, the employee may work in indoor or outdoor environments and is subject to inclement weather conditions. Incumbent is subject to hazardous conditions that could result in serious injury or death and physical exertion such as lifting, pulling, pushing, and bending.

PUBLIC CONTACT:

Extensive contact with other employees and the general public involving problem solving circumstances.



PROPOSED POSITION ALLOCATION AND COMPENSATION CHART

Grade	Department	Title	Full Time	Elected Officials	Salary Range		
					Minimum	Midpoint	Maximum
101	Police	Prisoner Transport Officer	2		\$35,900	\$46,670	\$57,440
104	Finance	Business License Specialist	1		\$45,224	\$58,792	\$72,359
104	Police	Fleet Maintenance Coordinator	1		\$45,224	\$58,792	\$72,359
104	Police	Police Service Representative	6		\$45,224	\$58,792	\$72,359
104	City Clerk	Records Clerk	1		\$45,224	\$58,792	\$72,359
105	Municipal Court	Deputy Municipal Court Clerk	3		\$48,843	\$63,495	\$78,148
105	Police	Property and Evidence Technician	2		\$48,843	\$63,495	\$78,148
106	Police	Crime and Intelligence Analyst	1		\$52,750	\$68,576	\$84,401
106	Police	Crime Scene Technician	1		\$52,750	\$68,576	\$84,401
106	Finance	Financial Analyst	2		\$52,750	\$68,576	\$84,401
107	Police	Detective	8		\$56,970	\$74,061	\$91,152
107	Police	Executive Assistant	1		\$56,970	\$74,061	\$91,152
107	Police	Police Officer	40		\$56,970	\$74,061	\$91,152
108	City Clerk	Deputy City Clerk	1		\$61,527	\$79,986	\$98,444
108	Human Resources	Human Resources Generalist	1		\$61,527	\$79,986	\$98,444
108	Finance	Revenue Accountant	1		\$61,527	\$79,986	\$98,444
109	Police	Records Supervisor	1		\$66,450	\$86,385	\$106,320
110	Economic Development	Business Retention and Cultural Development Manager	1		\$73,095	\$95,023	\$116,952
110	Police	Sergeant	12		\$73,095	\$95,023	\$116,952
111	Finance and Administration	Accounting Manager	1		\$78,942	\$102,625	\$126,308
111	Communications	Communications Manager	1		\$78,942	\$102,625	\$126,308
112	Human Resources	Human Resources Manager	1		\$85,258	\$110,836	\$136,413
112	Police	Lieutenant	4		\$85,258	\$110,836	\$136,413



Grade	Department	Title	Full Time	Elected Officials	Salary Range		
					Minimum	Midpoint	Maximum
112	Municipal Court	Municipal Court Clerk	1		\$85,258	\$110,836	\$136,413
114	City Clerk	City Clerk	1		\$101,287	\$131,674	\$162,060
114	Community Development	Deputy Community Development Director	1		\$101,287	\$131,674	\$162,060
114	Technology	Technology Manager	1		\$101,287	\$131,674	\$162,060
115	Finance	Assistant Finance Director	1		\$109,391	\$142,208	\$175,025
115	Police	Major	2		\$109,391	\$142,208	\$175,025
116	Communications	Communications Director	1		\$118,142	\$153,585	\$189,028
116	Community Development	Community Development Director	1		\$118,142	\$153,585	\$189,028
116	Police	Deputy Chief	1		\$118,142	\$153,585	\$189,028
116	Public Works	Deputy Public Works Director	1		\$118,142	\$153,585	\$189,028
116	Economic Development	Economic Development Director	1		\$118,142	\$153,585	\$189,028
116	Parks and Recreation	Parks and Recreation Director	1		\$118,142	\$153,585	\$189,028
117	Public Works	Public Works Director	1		\$127,594	\$165,872	\$204,150
118	Finance and Administration	Finance Director	1		\$137,802	\$179,142	\$220,482
118	Human Resources	Human Resources Director	1		\$137,802	\$179,142	\$220,482
118	Police	Police Chief	1		\$137,802	\$179,142	\$220,482
118	Technology	Technology Director	1		\$137,802	\$179,142	\$220,482
119	City Manager	Assistant City Manager	1		\$148,826	\$193,473	\$238,121
	City Manager	City Manager	1		Set by Council	Set by Council	Set by Council
	General Government	City Council		6	Set by Charter	Set by Charter	Set by Charter
	General Government	Mayor		1	Set by Charter	Set by Charter	Set by Charter