



MEMORANDUM

To: Mayor and City Council

From: Billy Grogan, Chief of Police

Date: February 26, 2024

Subject: Request for Additional Personnel

ACTION

Approve a Sergeant and three Patrol Officer positions for a Crime Response Team. Also, approve a civilian Fleet Maintenance Coordinator position.

BACKGROUND/SUMMARY

Our current Crime Response Team's name will be changed to reflect the work they do daily conducting traffic enforcement to improve the safety of our roads.

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

We have experienced an increase in violent crime in Dunwoody over the last few years. From 2019-2020, violent crime rose 14.9 percent. From 2020-2021, violent crime rose 20.8 percent. From 2021-2022, violent crime rose 23.8 percent. We saw a slight decline in violent crime for 2023.

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, a gap in our operations needs to be filled.

The new Crime Response Team will be able to focus on important crime reduction strategies that can make Dunwoody a safer place for our citizens. Strategies to address areas like drug trafficking, vice crimes, violent crimes, organized retail theft, gang crimes, entering autos, and other areas as needed.

We currently have five vacancies in the department. We anticipate filling these positions by the end of the second quarter 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: \$537,865 (This includes one-time costs)
Anticipated COST 2025: \$567,970

The Day Shift Lieutenant currently manages our fleet. 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: \$78,700 (This includes one-time costs)
Anticipated COST 2025: \$104,930

RECOMMENDATION

Staff recommends the City Council approve the four sworn positions and the one civilian fleet maintenance coordinator using ARPA II funds for 2024 and 2025, which are available. The total cost to fund these positions for this time period is \$1,289,465.00.



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 |