

**Police Services Steering Committee**  
**Policy on Adding Deputies to Existing Contract**

POLICY # PSSC 08-04  
TOPIC: Adding Deputies to Contract  
DATE ADOPTED: Adopted by PSSC resolution during the November 5, 2008, regular meeting  
EFFECTIVE DATE: This Policy will take operational effect on November 10, 2008

**PURPOSE:**

To establish a policy which will outline an operational procedure that will:

- Allow for the enhancement of personnel providing law enforcement services through existing Law Enforcements Service contracts between Washtenaw County, The Sheriff's Office and Local Municipalities and School Districts.
- Where personnel will be assigned from to fill such contract enhancements until a fully trained Deputy can assume duties in the newly contracted for position.

**DISCUSSION:**

Contracting Jurisdictions provide for law enforcement services through a contract for Law Enforcement Services with the County and the Sheriff's Office. The terms of the current contract is a four year period of time. Conditions may change within a jurisdiction during the term of the contract which could lead to a request for additional Deputies by a contracting jurisdiction. The current Law Enforcement Service contracts have no method identified to accomplish contracting for additional Deputies during the term of the contract.

There are several issues that come into play when developing a method of adding additional Deputies. An important issue from a public policy standpoint is the determination of who pays for the costs associated with providing enhanced service during the time between being notified that additional personnel are approved and when a Recruit Deputy is approved for solo patrol as a Deputy Sheriff.

**DEFINITIONS:**

Contracting Jurisdiction – A “contracting jurisdiction” is a local unit of government or school system which contracts for law enforcement services with the County and Sheriff's Office.

Deputy Sheriff – A Deputy Sheriff is a Michigan Council on Law Enforcement Standards (MCOLES) certified through the basic police academy and has been approved by the Sheriff's Office for “Solo Patrol” (one person patrol unit assignment).

Recruit Deputy Sheriff – A Recruit Deputy Sheriff is a MCOLES certified through the basic police academy and is receiving training and evaluation through the Sheriff's Offices Field Training Program and **is not** approved by the Sheriff's Office for “Solo Patrol” (one person patrol unit assignment).

Vacancy – As utilized in this policy is when a Deputy Sheriff position in a Contract Service Area is unstaffed, because the position was vacated due to an extended leave outside of regular benefit time off, such as; Injury, Extended Illness, Family Medical Leave Act, Military Leave, Administrative Suspension, Promotion, New Job Assignment or a termination of an employee.

Police Services Contract Area – A single jurisdiction or multiple jurisdictions involved in a contract relationship with the County and Sheriff for the provisions of law enforcement services within the jurisdiction(s).

General Fund Deputy – As referenced in this policy and “General Fund Deputy” is a Deputy Sheriff position which is funded directly from the County General Fund and is

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available as part of the "Core Services" provided by the County under the Law Enforcement Services contracts.

**POLICY GENERAL:**

When a contracting jurisdiction desires to add additional Deputies to their service area they shall notify the County Administrator and Sheriff's Office of their desire to add additional personnel and the number of personnel they wish to add. The Sheriff's Office and County Administration will review the request and evaluate the degree to which the request can be accomplished while maintaining county wide law enforcement services (see below). If approved by the Sheriff's Office and County Administration, County Corporation Counsel shall prepare an amendment to the existing law enforcement service contract with that jurisdiction. Upon execution of the contract amendment the Sheriff's Office shall be notified in writing that the contract had been amended and shall proceed toward filling the requested position(s). Payment for increased service will commence upon the Sheriff's Office notifying the contracting jurisdiction and the County that personnel have been assigned to the new position and services have commenced.

**BILLING CHANGES:**

The Sheriff's Office shall notify the finance department of the start date when a Deputy or Deputies have been assigned to fill the increased level of service. The County Finance Department shall then start billing the new rate prorated to the start of service date. Overtime billing will also occur at this start date, in accordance with contract and other adopted policies.

**PERSONNEL TO FILL INCREASE WHILE NEW DEPUTIES ARE TRAINED:**

The increase in Deputies may cause the Sheriff's Office to hire and train a Recruit Deputy. While the Recruit Deputy is in training a General Fund Deputy shall be temporarily assigned to fill the shift of the newly contracted for Deputy. The General Fund Deputy assigned on a temporary basis to fill the new position shall continue their bid shift and station assignment while being assigned to the contracting jurisdiction. The Contracting Jurisdiction shall be required to pay the new contract rate as soon as a Deputy is assigned or temporarily assigned to fill the new position. As Recruit Deputies become fully trained they shall assume the contract assignment and the General Fund Deputy shall return to their normal bid assignment.

The number of General Fund Deputies that can be temporarily assigned to fill new positions will be limited; temporary assignment of General Fund Deputies will not reduce the number of General Fund Deputies providing for county wide law enforcement services below a total of five (5) fully trained Deputies.