

**AGENDA ITEM 27**

Discuss and take appropriate action regarding Sheriff's Office Vehicle Usage Policy and Procedures.

Lt. Randy Hensley addressed the court concerning the Sheriff's Office Vehicle Usage Policy.

Moved: **Commissioner Boatright**

Seconded: **Judge Doerfler**

Motion: To approve the Sheriff's Office Vehicle Usage Policy and Procedures.

Vote: **5 - 0**

< Attachment >



**JOHN A. MASPERO**  
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*approved 9-10-02*  
*John C. Doerfler*

September 9, 2002

To Whom It May Concern:

The Williamson County Sheriff's Office has reviewed the following procedures and fees for services when security or off duty police work are requested.

Below is an explanation on how certain fees were calculated and in what manner charges are to be applied.

My goal was to first assure that every officer that works an overtime job is paid at a rate of his or her time and a half rate or greater unless the work to be performed fits the definition of security work. It is also understood that all security work is on a voluntary basis where officers bring in their personal pagers and request to be paged when jobs are available. When the officers receive these pages for security they then voluntarily call in if they want to work the job paged out.

There are two fees charged for off duty work, one for security the other for off duty police work. Definitions of security work and off duty police work are located on the security agreement form. I looked at all the officers that currently work these type jobs and feel that a single rate should be assessed for off duty police work and a lower rate set for security so that no officer that is eligible to work security is discriminated on based on his or her level of pay and we remain competitive in the market for security. This is to prevent the request for security at a specific pay range or request for only the cheapest officers. It will also allow the detectives and sergeants to be able to have an equal chance at working security jobs. Austin Police Association charges thirty-five dollars an hour if officers are paid in a five-day period or forty-five an hour if they will be paid in more than five days with a four-hour minimum. With the highest paid sergeant making approximately \$39.00 per hour at a time and a half rate I feel we should increase our rate to **\$45.00** per hour for off duty police work and **\$25.00** per hour for security work.

I spoke to Rex at Central Maintenance and he said that both he and Mr. Fox had got together and the recommended rate to charge for a car was \$2.84 per hour. This cost was for all maintenance and fuel charges to include maintenance on emergency equipment. Knowing that we should also charge for depreciation of the vehicle I came up with the following. The approximate cost of the cars is \$28,000.00 and the average life of a patrol car is two years. I multiplied the number of hours in a year by two then because the officers work 14 days every 28 I divided the two year total by two to get the total number