



MEMORANDUM

TO: Mayor and Members of the City Council

FROM: Montré Freeman, City Manager
J. Phillip Webster, Chief of Police

SUBJECT: Update - Elizabeth City Police Department Staffing

DATE: October 20, 2023

BACKGROUND / ANALYSIS:

The Elizabeth City Police Department has 66 full-time sworn positions and 10 full-time non-sworn/civilian positions, for a total allotment of 76 full-time positions. For the current budget year, eight sworn positions have been frozen, bringing this budget year's staffing down to 58 sworn positions.

At the present time, the ECPD maintains 35 sworn full-time officers and two sworn part-time officers. Additionally, the Department is fully staffed in non-sworn positions, which includes 10 full-time personnel and two part-time employees (PAL).

The Department currently has 23 vacancies in our allotted sworn positions. This figure does not include the eight frozen positions, which effectively places us at a 31-officer deficit. Twenty-three (23) vacancies out of the allotted 58 reflects a total staffing deficit of 40%. Out of the 23 vacancies, there are six employees currently on payroll that are enrolled and attending Basic Law Enforcement Training (BLET). Upon successful completion of the BLET course, these six members will fill a sworn vacancy position.

According to schedule, the six employees attending BLET will take the state exam in January 2024, and will be ready for solo patrol in the late summer of 2024. Additionally, we are recruiting for the Spring 2024 BLET class.

Thirty-nine individuals applied to the City for a police position. Of those, 13 applicants have expressed an interest beyond the initial City application. After the hiring process, those remaining recruits will begin BLET in January 2024. The January class will graduate in May 2024, and after successfully passing the state exam these recruits will be ready for solo patrol in the later part of 2024.

The current organizational structure for the department is attached. Numerals in red indicate open positions. Since August 2022, sworn personnel have been shifted to fill needs in patrol. Unfortunately, the shift in resources led to additional personnel losses. Other losses to personnel are/were due to pay, heavy workload, leadership and the fallout of the 2021 civil unrest period.

The department utilizes a number of strategies in recruiting. These strategies include personal contact, social media, job fairs and posting job openings on electronic job bulletin boards (ex. Police 1). There is a downward trend across the state, nation and locally for securing qualified candidates in law enforcement. We must continue to explore ways to make ECPD an attractive opportunity for law enforcement employment.

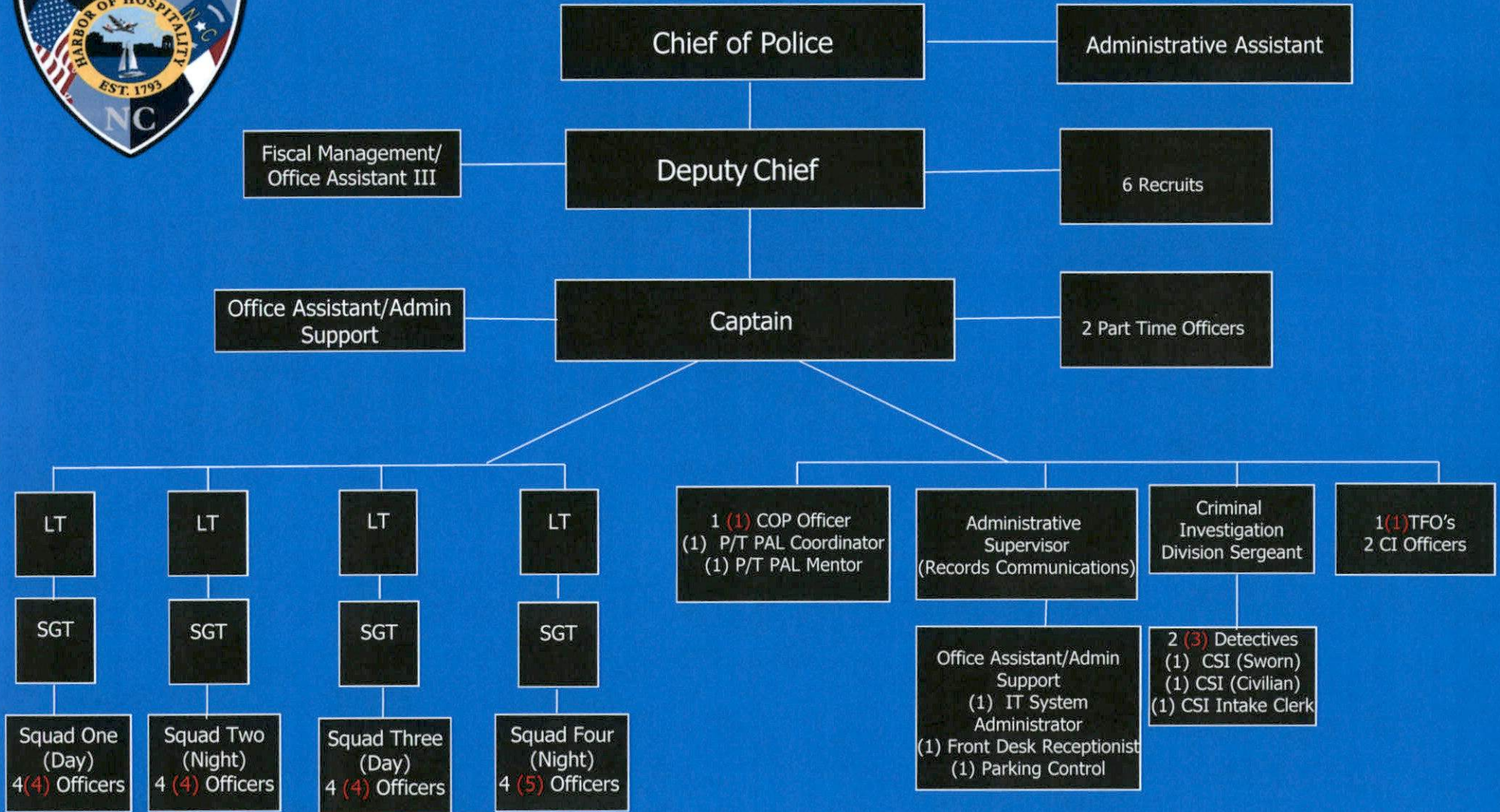
STAFF RECOMMENDATION:

For Council information.



Elizabeth City Police Department

10-11-2023



Actual staffing numbers as of October 11, 2023
35 sworn officers/ 12 non sworn /23 Openings
Chart reflects staffing of 58 w/ 8 positions frozen