



701 N. 7th Street
Kansas City, KS 66101

Police Personnel: Salaries & Expenditures Survey

2013 - 2014

You may download a PDF copy at: <http://www.wycokck.org/finance/>

The Unified Government of Wyandotte County/Kansas City, Kansas is conducting a police benchmarking study for 2013-2014. Police department workforce patterns/numbers, salaries, and equipment expenditures will be the primary data collected and analyzed. The Unified Government has chosen your agency to participate in the study due to our agency and community similarities. We have invited 3-metro area cities and 3-regional cities from Kansas and 9-cities located throughout the nation to participate (see Attachment 1). Your agency data is of value as we seek to improve financial management and service for Kansas City, Kansas residents. Once the data is collected and analyzed, we will share the information with you.

You may complete and submit this survey online or complete a paper version and return it by **May 23, 2014**. Please read the instructions carefully and make sure all amounts are reported as of the date indicated. Thank you for your cooperation in completing and returning the questionnaire.

CONTACT INFORMATION OF INDIVIDUAL COMPLETING SURVEY

Organization Name	
Contact Name	
Title	
Address	
City, State, Zip	
Phone	
Email	

GENERAL GOVERNMENT INFORMATION

Population Size	
Annual Operating Budget	
Number of Regular Full-Time Paid Employees	
Number of Regular Part-Time Paid Employees	

WORKFORCE NUMBERS & PATTERNS

All amounts reported should be for your agency's current fiscal year. If you do not know, please leave blank.

Please indicate the actual (not the authorized) number of employees in each category:

POLICE

1. Full-time Paid Employees..... →	
2. Full-time <u>Uniformed Sworn</u> Police Officers (This number should be less than the total number of full-time paid employees.)..... →	
3. Part-time Paid Employees (officers and civilian)..... →	
4. Volunteers..... →	

5. Please indicate which **schedule(s)** are used by your Department for **sworn police officers**.

- | | | | | | |
|-----------------------------|-----|----|-------------------------------------|-----|----|
| a. 8 hour shift (5/week) | Yes | No | b. 10 hour shift (4/week) | Yes | No |
| c. 12 hour shift (3-4/week) | Yes | No | d. Other (<i>please describe</i>) | | |

6. Which shift is the primary schedule for:

- | | | | |
|-------------------------------------|--------|---------|---------|
| a. Patrol Officers/Sergeant | 8 hour | 10 hour | 12 hour |
| b. Detectives | 8 hour | 10 hour | 12 hour |
| c. Command Staff | 8 hour | 10 hour | 12 hour |
| d. Other (<i>Please specify.</i>) | | | |

7. Are sworn police employees unionized? Yes No

ANNUAL SALARY COMPENSATION

Answering questions 8 through 12 for **POLICE** personnel. Please report **annual salary for 2013**. Salaries reported as weekly, monthly or hourly wages will not be included in survey results.

8. What is the **minimum annual base salary** paid to **sworn full-time patrol officers**? (Do not include uniform allowance, holiday pay, hazard pay, overtime, or any other additional compensation).

\$ Annual

9. What is the **maximum annual base salary** paid to **patrol officers** who do not hold promotional rank? (Do not include uniform allowance, holiday pay, hazard pay, overtime, longevity pay, or any other additional compensation).

\$ Annual

10. How many years of service are required before personnel without promotional rank receive the maximum annual base salary?

Years

11. Do patrol officers receive **longevity pay**? (Longevity pay is compensation, above the maximum annual salary, that is received after a certain number of years of service). Yes No

If Yes,

a. How many years of service are required for patrol officers to **begin** receiving longevity pay and what is the amount?

Years \$ Annual

b. How many years of service are required for patrol officers to receive the **maximum** level of longevity pay and what is the amount?

Years \$ Annual

12. Please indicate **annual salary** ranges for these benchmark positions as of **January 2013**. Please report **annual salary** (salaries reported as weekly, monthly, or hourly wages will not be included in survey results).

<u>POLICE</u>	Minimum Annual Salary	Maximum Salary w/o Police Longevity
Chief.....	\$	\$
Assistant Chief/Colonel.....	\$	\$
Major.....	\$	\$
Captain.....	\$	\$
Sergeant/Detectives.....	\$	\$
Patrol Officer.....	\$	\$

*Please refer to **Attachment 2 - Description of Benchmark Jobs** to find a proper match with your organizations job titles/rank.

EXPENDITURES

Please provide actual expenditure figures for the police department's most **recently completed fiscal year**. If you do not know an amount, please leave the space blank.

POLICE	
13. How much were your police department expenditures in salaries and wages of all department personnel : regular, temporary, full-time, part-time, and stipends for volunteers? (Report gross amount, including longevity pay, hazard pay, holiday pay, overtime, etc., without deduction of withholding for income tax or employee contributions to social security or retirement coverage)	\$
14. How much were your police department total overtime expenditures?	\$
15. How much were your police department expenditures in contributions for employee benefits? (Report municipal contributions only; EXCLUDE EMPLOYEE CONTRIBUTIONS.)	\$
a. To Federal Medicare	\$
b. To employee retirement system (state and local)	\$
c. To health, hospital, disability, workers' compensation, and life insurance programs	\$
16. How much were your police department expenditures in capital outlay? (Purchase and replacement of equipment, purchase of land and existing structures, and construction.)	\$
17. Does your police department provide emergency 911 dispatch? Yes No If yes, please provide expenditure amount. a. Does this include dispatch for any other departments (fire, sheriff, etc.)? Yes No	\$
18. How much were your police department expenditures in all other expenditures, not included above? (Include all expenditures other than salaries, capital outlay, and contributions for employee benefits. Such additional expenditures include fuel, utilities, supplies, etc.)	\$
19. How much were your police department total expenditures? (Report each department's total expenditures for the recently completed fiscal year. This amount should be equal to the sum of the above amounts.)	\$
20. Do any of these expenditures come out of a department budget other than police? Yes No If yes, please list	

PUBLIC SAFETY EQUIPMENT

21. Does your police department follow a schedule for vehicle replacement? Yes No

If yes, please list the miles/years for patrol vehicles: Miles/Years

Again, thank you for your cooperation in completing and returning the questionnaire. As soon as the surveys are collected and processed, we will share the results with you. Please return by **May 23, 2014**. If we have questions, we will contact the person completing the survey and feel free to contact us at the number below.

PLEASE RETURN TO:



Unified Government Research Division
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Attachment 1 – Invited Participant List

<i>KANSAS CITY</i>	<i>KANSAS</i>	<i>124.8</i>	<i>145,786</i>
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KANSAS CITY METROPOLITAN AREA (3)

City	State	Square Miles	Population
Independence	Missouri	77.6	116,830
Overland Park	Kansas	71.9	173,372
Kansas City	Missouri	313.5	459,787

KANSAS REGION (3)

Topeka	Kansas	56.0	127,473
Springfield	Missouri	73.2	159,498
Wichita	Kansas	135.8	382,368

OTHER U.S. CITIES (9)

Columbia	South Carolina	125.2	129,272
Chattanooga	Tennessee	135.2	167,674
Amarillo	Texas	89.9	190,695
Mobile	Alabama	117.9	195,111
Little Rock	Arkansas	116.2	193,524
Shreveport	Louisiana	103.1	199,311
Dayton	Ohio	55.8	141,527
Greensboro	North Carolina	104.7	269,666
Davenport	Iowa	62.8	99,685

Attachment 2 – Description of Benchmark Jobs (POLICE)

The Kansas City, Kansas Police Department position title/rank and description is listed below.

- Benchmark Job 1: **Police Chief**
Work involves responsibility for the efficient operation of the Police Department through planning, organizing, and directing its activities; assuring that law and order are maintained, that laws and ordinances are enforced; and that measures are implemented to prevent crimes and to protect lives and property. Work also involves consulting with other public safety officials in determining overall plans and policies to be followed in conducting police operations. Supervision is exercised over all employees of the Department. Work is performed with wide latitude in interpreting and applying policies, rules, and regulations. Work is performed under the administrative direction of the County Administrator who reviews work for results obtained.
- Benchmark Job 2: **Assistant Chief/Colonel**
Work involves responsibility for planning, organizing, directing, and controlling the operations, activities, budget, and personnel in a bureau of the Police Department, and may serve as a night commander on a rotating basis. Supervision is exercised over sworn and non-sworn employees through subordinate supervisors. Work requires that the employee understand the principles of law enforcement management and administration and have thorough knowledge of department functions, rules, and regulations. Work is performed under the direction of the Police Chief, who reviews work for effectiveness in meeting objectives
- Benchmark Job 3: **Major**
Work involves responsibility for directing and controlling operations, activities, and personnel in a major organizational unit of the Police Department. Incumbents may function as a division commander within a bureau, and as the night commander on a rotating basis. Some assignments may be on a rotational basis. Supervision is exercised over sworn and non-sworn employees through subordinate supervisors. Work requires that the employee understand the principles of law enforcement management and administration and have good knowledge of department functions, rules, and regulations. Work is performed under the direction of a superior, usually a major, who reviews work for effectiveness in meeting objectives.
- Benchmark Job 4: **Captain**
Work involves responsibility for supervision of a functional unit in the Police Department. Areas of assignment may include patrol, investigation, internal affairs, vice and narcotics, tactical operations, records, technology, identification, or other services at the direction of the Chief of Police.
- Benchmark Job 5: **Sergeant/Detectives**
Work involves planning, organizing, directing, and controlling the operations, activities, and personnel on a shift or small unit of the Police Department. Supervision is exercised over sworn and non-sworn employees as applicable. Work requires that the employee understand the basic principles of discipline, law enforcement management and administration, and have thorough knowledge of department functions, rules, and regulations. Work is performed under the direction of the superior officer, usually a lieutenant, who reviews work for effectiveness in meeting objectives.
- Benchmark Job 6: **Patrol Officer**
This is the entry level job classification, composed of various ranks ranging from Probationary Patrolman to Master Patrolman. Work may involve several line functions encompassing a wide range of Department services, such as patrol, accident investigation, narcotics enforcement, evidence processing, and policy research and formulation. All aspects of work require that the employee understand the principles of law enforcement and have thorough knowledge of Department functions, rules, and regulations. Work is performed under the direction of a supervisor, usually a sergeant, but sometimes a Captain or above.