
**ADMINISTRATIVE DIRECTIVE – 101.032
OVER HIRING OF POLICE OFFICERS**

EFFECTIVE DATE: May 3, 2021
AFFECTS: All Personnel

REVISION DATE: May 3, 2021

I. PURPOSE

This administrative directive outlines procedures for hiring police recruits above the number of operational police officer positions in the police department.

II. POLICY

The police department is authorized 414 sworn officers. There is a position designated on the staffing report and organizational chart for each of the authorized officers. Recruit officers in the Basic Peace Officer Academy and in field training count against the department's authorized strength. When the department is at or near full strength, there are still numerous vacant positions in various units, because of the long training time for police recruits. The City Council has given approval for the police department to hire up to ten police recruits above the budgeted number of sworn officers to account for police recruits' long training time. The ten over-hired positions may not be used to expand operational positions within the police department.

III. PROCEDURES

- A. The civil service director will designate ten positions with an asterisk in the Certification Pay Plan to reflect that the positions that are over-hire positions.
- B. Funds to cover the cost of the over-hire positions will not be included in the police department's operational budget. The budget director will establish a subaccount for the over-hire funds. Funds in the over-hire subaccount may only be used to cover the cost of police recruit over-hire positions.
- C. Once the police department has reached a staffing level of 424 officers, including recruits in training, the Professional Standards Unit will discontinue offering police applicant's jobs.