



POLICE DEPARTMENT COST ESTIMATE FOR CITY OF CENTER POINT

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Public Affairs Research Council of
Alabama

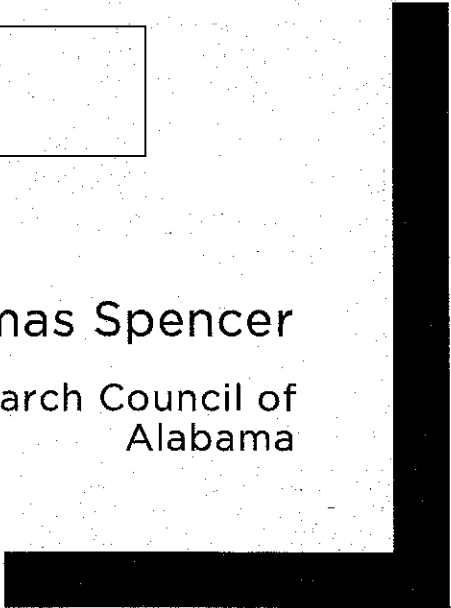


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Special thanks to Trussville Police Chief Eric Rush, Representatives of the Vestavia Hills Police Department, Jefferson County Emergency Communications District Director Donnie West, the office of Jacqueline Smith Circuit Clerk for Jefferson County, Wayne Rogers, Executive Assistant to Sheriff Mark Pettway, Greg Silas, City of Birmingham Police Department, Gardendale Police Chief Mike Walker.

Executive Summary

The City of Center Point desires an estimate of what it would cost the City to operate a police force. The cost estimates developed in this report reflect an investigation, analysis, and comparison of municipal police departments across the U.S., in Alabama, and with particular focus on municipalities in Jefferson County.

The estimates provided are based on comparisons with fully functional departments.

Based on comparisons of national, state, and local city expenditures, PARCA estimates a fully functional police department for the City of Center Point would cost between \$4.5 million and \$5 million per year in 2021, and a start-up cost of \$1,280,000, not including the establishment of a police headquarters.

These estimates are based on a force of:

- 34 sworn officers and necessary equipment
- 15 patrol cars
- 6 civilian staff positions
- Sub-contracts for jail and dispatch services.

The projection assumes:

- The City does not build a jail.
- The City contracts for dispatch services.
- The City does not establish a municipal court system.

The projection also does not include:

- Costs to build or retrofit a police station.
- Increased administrative and insurance costs

Potential Additional Costs Outside the Police Budget

Operating Expenses

Outside the police budget, the City of Center Point would incur additional cost and administrative work due to additional employees.

- Additional cost of approximately \$1,100 annually for each new employee hired due to the Jefferson County Personnel Board. An estimated total of \$37,400 annually.
- The City's liability insurance would increase by \$50,400 annually with the addition of a police force with 34 sworn officers.

Center Point may or may not choose to establish a municipal court system. Most cities with police forces have them. Historically, cities have charged defendants enough in court costs to cover the cost of the magistrate, judge, prosecutor, and clerks necessary to operate a court. However, the reliability of this as a revenue stream is less assured today. (See [Courts](#) section). Other than [the magistrate](#), a full-time position covered by the parole board, the court officials are positions not covered by the Personnel Board.

Start-Up Costs Not Accounted For in Annual Operating Estimate

This estimate does not consider the purchase or renovation of property to serve as a police headquarters.

This estimate also does not calculate start-up costs for equipment needed to operate.

- Patrol cars:
 - A new fully equipped police squad car can be as high as \$65,000 per unit.
 - Some departments manage to obtain used low-cost or donated cars. However, a regular program for the purchase of new vehicles should be built into the budget of the department.
 - While the city may start with only the number of vehicles needed to cover a shift, police vehicles are heavily used and wear out quickly, particularly if used 24 hours a day. Many departments are moving toward providing one patrol car per officer.
- Equipment for personnel
 - The city would need to budget a one-time expense of approximately \$4,000 for equipment, uniforms for each new officer.
 - For 34 officers, this would total \$136,000.
 - Also, each officer would need a radio communications device, as would police headquarters. To outfit 34 officers and the base station would cost an estimated \$72,000.
- E 9-1-1 equipment and dispatch services

- While E 9-1-1 calls from Center Point would continue to be received and processed at the Jefferson County 9-1-1 Emergency Communications District headquarters, the city would be asked to fund a dispatcher position at the 9-1-1 Center or would otherwise need to hire and pay a crew of dispatchers.
- Initial equipment set up of the position at the Center would be \$75,000. (Operating costs are built into the estimate and discussed in the [Communications](#) section below).

Total start-up costs, excluding the purchase, construction, or renovation of a police headquarters, would be estimated at \$1,128,000. That would include 15 new patrol cars and outfitting 34 officers.

Factors Considered

Spending Comparisons

The U.S. Census Bureau surveys governments across the country on how they raise and spend money. The latest available data is for FY 2018.¹ According to Census Bureau estimates, the City of Center Point's population in 2019 was 16,222.

Across the U.S. for cities between 10,000 and 24,999, spending on police protection and local corrections averaged \$275 per capita.

Across all police departments in Alabama, the average police protection and local corrections expenditures reported in 2017 produced an average of \$291 per capita.

Restricting the universe to Alabama cities between 10,000 and 26,000 in population produced an average of \$286 per capita. At that level of spending, Center Point would have spent \$4,640,922 in 2018 Or \$4,872,968 in 2020, adjusted for inflation.

From the Jefferson County cities included in the survey, the average spending on police and corrections was \$389 per capita. If Center Point were to spend at that rate, a police department would have cost \$6,312,303 in 2018, adjusted for inflation that would be \$6,627,918 in 2020. That survey includes larger, higher-cost police departments like Birmingham and Bessemer and several departments in small cities which report a higher per capita cost.

Another source for comparison which contains more information for Jefferson County cities is an annual report from the Jefferson County Treasurer's Office, required by Alabama Act 1197. In it, Jefferson County municipalities directly report their spending by department to the Treasurer. PARCA's analysis of the information submitted for that report, which also captures 2018 spending, produces the following comparison.

¹ 2018 State & Local Government Finance Historical Datasets and Tables, <https://www.census.gov/data/datasets/2018/econ/local/public-use-datasets.html>

Table 1 Jefferson County Municipalities Reported Spending on Police in 2018, 1197 Reports

Cities	TOTAL	Population	Per capita
Adamsville	1,652,457	4,308	\$ 383.58
Fultondale	2,934,978	9,229	\$ 318.02
Gardendale	4,100,847	14,099	\$ 290.86
Homewood	10,622,222	25,466	\$ 417.11
Hoover	25,059,388	85,517	\$ 293.03
Hueytown	3,535,591	15,419	\$ 229.30
Irondale	2,914,372	12,663	\$ 230.15
Kimberly	378,156	3,579	\$ 105.66
Midfield	1,166,993	5,046	\$ 231.27
Mountain Brook	8,652,926	20,373	\$ 424.73
Tarrant	3,370,050	6,158	\$ 547.26
Trussville	8,300,801	22,171	\$ 374.40
Vestavia Hills	9,065,640	34,444	\$ 263.20
Center Point funded at the per capita average of Jefferson County Departments	\$5,126,152	16,222	\$ 316.04

On average, cities in Jefferson County spent \$316 per capita on police protection. Birmingham and Bessemer are not included in the comparison. Both cities have larger forces and more expensive operations on a per capita basis. Both those cities receive a substantial inflow of commuters resulting in a larger population to protect and serve than would be expected in a per-capita calculation.

If Center Point were to provide a level of service at the Jefferson County cities' average cost in this comparison, the city would have spent \$5,126,152 in 2018, or \$5,439,408 in 2021, after adjusting for inflation.

Restricting the comparison to cities closer in size to Center Point (Fultondale, Gardendale, Hueytown, Irondale, Trussville) yields a per capita average of \$296 per capita, resulting in a spending estimate of \$4,801,712 for Center Point or \$5,095,142 annually in 2021, after adjusting for inflation.

Table 2 Estimation Through Per Capita Spending

	2018 Per Capita	Equivalent Center Point Cost, 2018	Equivalent Center Point Cost, 2021
United States	\$275.00	\$4,461,050	\$4,733,662
Alabama	\$291.00	\$4,720,602	\$5,009,075
Jefferson County	\$316.00	\$5,126,152	\$5,439,408
Comparable Jefferson County Cities	\$296.00	\$4,801,712	\$5,095,142

Force Size

Across the state and the nation, police departments average three employees per 1,000 in population.

- This is consistent with information provided by the U.S. Department of Justice's *Crime in the United States, 2019*. The publication lists the following employment ratios for cities with a population between 10,000 and 24,999 in the East South Central region:
 - Three full-time law enforcement employees (civilian and sworn) per 1,000 inhabitants. (Based on [Table 70](#).)²
 - 2.5 sworn officers per 1,000 inhabitants (Based on [Table 71](#)).³

Using those simple per capita regional multipliers, a Center Point Police force would have 49 employees, including 41 sworn officers.

Looking at Jefferson County departments' employment in cities near the same size as Center Point provides another perspective on staffing.

Table 3. Law Enforcement Employment in Similar-sized Jefferson County Cities

City	Employees	Officers
Fultondale	40	32
Gardendale	38	30
Hueytown	52	38
Irondale	40	34
Trussville	80	67

² <https://ucr.fbi.gov/crime-in-the-u.s/2019/crime-in-the-u.s.-2019/tables/table-70>

³ <https://ucr.fbi.gov/crime-in-the-u.s/2019/crime-in-the-u.s.-2019/tables/table-71>

After examining the force structure of other departments in Jefferson County cities, this study assumes that Center Point would build to a level of at least 34 sworn officers, 30 at the police officer or sergeant's level, and four higher-ranking leadership positions.

The department would also need to support dispatch operations, which might be provided by employees or through contract. See the discussion in the [Communications Section](#) below. For 24-hour coverage, seven days a week, five to six employees are needed for a single dispatch position. In addition to the single, on-duty dispatch officer, at least one more civilian employee would be needed, bringing the total to 44-46 employees. Half of those could be employees on the city payroll or hired through contract with another agency.

Jefferson County Personnel Board

The City of Center Point is part of the Personnel Board of the Jefferson County Merit System, as are other Jefferson County police departments used in the comparison above. Some aspects of Center Point's salary structure and assignment of positions to appropriate job classes would be established in conjunction with the Personnel Board.

Pay for each officer would be determined by rank and level of experience.

Table 4 Police Rank Structure

Police Officer	Grade 17
Police Sergeant	Grade 20
Police Lieutenant	Grade 24
Police Captain	Grade 29
Police Chief II	Grade 31 ⁴

Job Descriptions for these ranks can be found here: www.pbjcal.org/employment/descriptions.aspx

⁴ According to the Personnel Board, if Center Point established a *full* Police Department, then Police Chief II would be the level established for their Chief; if they did not initially establish a full department, then it is possible that the lower-level Police Chief I job class at a grade 28 *may* be deemed more appropriate.

The pay rates and ranges associated with the pay grades listed above for the City of Center Point: www.pbjcal.org/documents/salary/27CP/regular.pdf

Based on the force's predicted size, PARCA's calculations come to similar totals when using the most recently available budgets in Jefferson County cities. Those calculations, in many cases, do not include capital purchases for the departments, which may be elsewhere in the budget. Departments also have different ways of accounting for the dispatch function in their departments. In several cases, that expenditure, though essential to the police department, is paid for outside the police department budget. Some of that identified spending is noted in Table 5 but is not used in calculating the cost estimate.

The average spending per police department employee yields a projected cost for Center Point of \$4.4 to \$4.6 million.

Table 5. Calculations from latest budgets available

	Employees	Latest Budget Available	9-1-1	Per Employee
Fultondale	40	\$3,484,574		\$87,114
Gardendale	38	\$3,998,439	\$425,000	\$105,222
Hueytown	52	\$3,700,000		\$71,154
Irondale	40	\$3,303,608	\$637,327	\$82,590
Trussville	80	\$8,400,000		\$105,000
Bessemer	88	\$14,304,000		\$162,545
Vestavia	104	\$9,930,726	\$586,670	\$95,488
Average				\$101,302

Choices That May Affect the Estimated Cost

Center Point can make choices that will affect the ultimate cost borne by the city. From interviews with city officials, PARCA operates under the following assumptions:

- Center Point would not establish a jail.
- Center Point would contract for dispatch services.
- Center Point would not establish a municipal court.

Different choices than these would have implications for the cost estimate. It is beyond the scope of this report to estimate how much impact these

choices might make. However, if Center Point were to establish a police department, there would be implications.

Jail

PARCA assumes that Center Point will contract with the county or another city to provide jail services. This should result in a more cost-effective operation and will lower, but not eliminate, liability risks.

Construction of a new jail facility would be extremely costly. Housing prisoners in a city jail would open the city to additional liability for inmate health, mental health, food, and clothing costs. The city would need trained corrections staff. Increased liability and workers compensation insurance costs would also be incurred for employees working with prisoners.

Despite the clear implications of increased cost from operating a jail, it is difficult to tease out the savings Center Point would be able to achieve by not operating a jail.

Most of the other jurisdictions, at least in Jefferson County, do operate a jail. In our analysis, we were unable to neatly separate and extract out costs that were specific to the jail and costs that would have to be incurred regardless of whether the city operated a jail or not.

Even cities that do not operate a jail have costs associated with jailing municipal arrestees. Those come with the cost of transporting prisoners, per diem payments to the county or another city for housing the arrestees, and, in some instances, any health services incurred for those in custody.

Center Point could contract with another jurisdiction, most likely Trussville or Jefferson County, to house municipal prisoners. Rates are negotiated through contract and range between \$30-\$40 per prisoner per night. If Center Point does not set up a municipal court, the Jefferson County Jail would be the preferred option since the Jefferson County magistrates and Jefferson County District Court are based in or near the Jefferson County Jail.

Communications

Center Point falls within the Jefferson County 9-1-1 Emergency Communications District. In fact, the consolidated E 9-1-1 call center is located in Center Point. That E 9-1-1 service is supported by fees on the landlines and cell phones in the service area. The emergency calls are answered at the

center, and then those calls are then routed to a dispatcher associated with the appropriate public safety entity.

If Center Point were to establish a police force, those calls would need to be routed to a dispatcher associated with the Center Point Police Department. The city could either hire the required staff, train them, and buy the equipment needed to receive and transmit information to the officers in the field or Center Point could contract with the consolidated 9-1-1 center to provide dispatch services.

Since Center Point does not receive and has no route toward obtaining E 9-1-1 revenues, the purchase of the advanced technology needed for a free-standing dispatch operation would be cost-prohibitive. The most feasible alternative, from preliminary investigation, is to contract for dispatch services with the Jefferson County 9-1-1 Emergency Communications District. According to the District's Director, Donnie West, to provide dispatch services for a City of Center Point Police Department, the E-9-1-1 center would need to add a dispatcher position to the employment base of the center, a position that would be dedicated to the City of Center Point Police Department.

Establishing that position would require an initial start-up cost of \$75,000 to set up phones, radio, and wiring.

To cover that position 24-hours a day, 365 days a year, six operators would be needed. Each employee would cost \$55,280, for an annual total of \$331,680. It is possible that those dispatchers and the cost of them could be shared by other municipalities who would be interested in contracting for dispatch services rather than hiring their own employees. Such an arrangement would significantly reduce the cost to Center Point. However, to achieve that savings Center Point would need to provide leadership in forming partnerships with other cities.

Contracting with the District should result in substantial savings to the City of Center Point compared to attempting to equip, hire, train, and carry on its payroll a team of dispatchers. However, quantifying the difference between employing dispatchers and contracting for those services is beyond this analysis's scope.

Also, an analysis that subtracted the cost of dispatchers from other cities would be difficult and misleading. In other cities, dispatchers sometimes play a role in monitoring jail inmates or administrative work. Thus, those positions

would exist regardless. Indeed, Center Point will need administrative support beyond the dispatch positions contracted for.

As described in the executive summary, officers and cars would need to be outfitted with radio communications that are interoperable with the Jefferson County radio system. Annual subscriber costs are built into the estimate, but start-up costs for the purchase of handheld radios for officers are not.

Courts

This analysis does not contemplate the establishment of a municipal court system for the City of Center Point.

A city may have a police force without a municipal court. District courts are required to hold court for all municipalities of 1,000 persons or larger.

All misdemeanor and municipal ordinance violations committed in towns without municipal courts are automatically processed in district courts since the law confers jurisdiction on the district court under this scenario. See Section 12-12-32, in pertinent part, below.

Ala.Code 1975 § 12-12-32

§ 12-12-32. Criminal jurisdiction generally.

(a) Misdemeanors. The district court shall have exclusive original trial jurisdiction over prosecutions of all offenses defined by law or ordinance as misdemeanors, except:

(1) Prosecutions by municipalities having municipal courts;

There is no cost to the city. The District Court receives the court costs involved in the cases it processes.⁵

If the city established a municipal court, the city court system would receive the court costs resulting from misdemeanor arrests. Most Jefferson County cities with a court system appear to take in enough revenue in court costs and

⁵ Information provided by the Administrative Office of Courts. If the new police department has not received its 'Originating Agency Identifier' ("ORI") number from ALEA, it may get one by contacting ALEA's CJIS Division at icu@alea.gov or at (334)517-2466. Once the police department has received its ORI number, all citations/complaints/tickets with that number will be tracked in the State SJIS system to the appropriate district court for processing.

fees to handle the additional expenses, which include the employment of a city judge, prosecutor, and magistrate.

Some cities have seen court systems as revenue-producing operations which pay for the courts and help subsidize law enforcement and corrections. However, recent trends have decreased the courts' profitability and have raised questions about the public benefit of operating a municipal court system.

Current trends and the legal environment creating limitations on fees should be considered if the city considers establishing a municipal court.

Equipment, Training, and Regular Capital Purchases

As discussed in the Executive Summary of this report, police work and equipment is increasingly sophisticated and expensive.

A tally of the equipment Vestavia Hills provides for its new hires totals more than \$4,000. See [Appendix III](#).

In addition, portable police radios that are interoperable with the county's radio system cost as much as \$4,000 retail, though buying from the state bid system and buying in bulk may save as much of half of that cost. Vestavia estimates, for example, that they pay between \$1,700 and \$2,200 for handheld units.

As described in the Executive Summary, a fully outfitted police vehicle might cost as much as \$65,000 apiece. Upgrades include:

- modifications to the base model that provide performance and safety for the officer, including roll cage reinforcement and partitions.
- Sirens and lighting,
- Heavy wiring for electronics
- Installed electronics, including mounted, rugged laptops that provide officers in the field access to the forms, reports, and databases they need to carry out their duties.
- Car-mounted cameras.

When starting a force, it may be possible to obtain used vehicles, thereby reducing the initial investment. However, regular vehicle purchases are typically built into municipal police department budgets. The estimate of

annual operating expenses includes this expense but does not include the cost of securing an initial fleet.

Training and continuing education is an ongoing expense. This is built into the estimate, based on the level of training paid for by other departments. Hiring a new officer might be less in salary cost, but the city will have to invest in additional training.

Hiring more experienced officers can avoid the cost of initial training and certification, but base salary will increase. Regardless of the experience level of the force, ongoing continuing education is vital for law enforcement personnel, regardless of rank. As the events of recent years have shown, the standards and expectations for police and public interactions are under great scrutiny. They are the subject of criminal proceedings and civil litigation.

CONCLUSION

If the City of Center Point were to establish a police department capable of providing a level of service comparable to other Jefferson County municipalities, PARCA estimates that the cost to operate that department would be between \$4.5 million to \$5 million annually. With the city's current level of revenue, such a level of expenditure would be challenging to sustain without increase revenue or significant budget cuts and realignment.

There are alternatives Center Point could employ to enhance public safety short of launching a full-service police department. Cities across the country are rethinking how they spend in pursuit of improving public safety.⁶

Considering the potential expense of launching and sustaining a police department, the city might consider a renegotiation of its contract with the Jefferson County Sheriff's Office to increase the level of service and localized attention and coordination. A hybrid model may be possible with the city retaining the contract law enforcement, but also forming a smaller interdisciplinary team that could investigate and address factors that underlie threats to public safety.

In the final analysis, public safety is the most vital service a city provides. Law enforcement alone often accounts for 20 percent or more of municipal budgets. If City leadership believes creating a police force is essential for community progress a combination of determination, consensus-building, and creativity will be required to pursue that goal.

⁶ Shayne Kavanagh and Jennifer Park. *Rethinking Police and Public Safety Budgeting: Seven new rules for police budgeting that differ from the traditional budget process*. Apr 1, 2021. ICMA. https://icma.org/articles/pm-magazine/rethinking-police-and-public-safety-budgeting?_zs=6EPsb1&_zl=Jd6W7

Appendix I: Employment and Force Composition

Comparable Jefferson County Departments, Source: Personnel System of Jefferson County.

Location = Fultondale

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Police Lieutenant	2	5.0	5.0	5.0
	Police Officer	26	65.0	65.0	70.0
	Police Sergeant	4	10.0	10.0	80.0
	Public Safety Dispatcher II	8	20.0	20.0	100.0
	Total	40	100.0	100.0	

Location = Gardendale

JobTitle^a

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Police Chief II	2	5.3	5.3	5.3
	Police Lieutenant	1	2.6	2.6	7.9
	Police Officer	21	55.3	55.3	63.2
	Police Sergeant	6	15.8	15.8	78.9
	Public Safety Dispatcher II	7	18.4	18.4	97.4
	Public Safety Dispatcher III	1	2.6	2.6	100.0
	Total	38	100.0	100.0	

Location = Hueytown

JobTitle^a

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Control Room Operator	4	7.7	7.7	7.7
	Corrections Officer	4	7.7	7.7	15.4
	Police Chief II	1	1.9	1.9	17.3
	Police Lieutenant	3	5.8	5.8	23.1
	Police Officer	24	46.2	46.2	69.2
	Police Sergeant	6	11.5	11.5	80.8
	Public Safety Dispatcher II	9	17.3	17.3	98.1
	Public Safety Dispatcher III	1	1.9	1.9	100.0
	Total	52	100.0	100.0	

Location = Irondale

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Police Chief II	1	2.5	2.5	2.5
	Police Lieutenant	2	5.0	5.0	7.5
	Police Officer	25	62.5	62.5	70.0
	Police Sergeant	6	15.0	15.0	85.0
	Public Safety Dispatcher II	5	12.5	12.5	97.5
	Public Safety Dispatcher III	1	2.5	2.5	100.0
	Total	40	100.0	100.0	

Location = Trussville

JobTitle^a

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Corrections Officer	3	3.8	3.8	3.8
	Police Captain	2	2.5	2.5	6.3
	Police Chief III	1	1.3	1.3	7.5
	Police Lieutenant	4	5.0	5.0	12.5
	Police Officer	47	58.8	58.8	71.3
	Police Sergeant	13	16.3	16.3	87.5
	Public Safety Dispatcher II	8	10.0	10.0	97.5
	Public Safety Dispatcher III	2	2.5	2.5	100.0
	Total	80	100.0	100.0	

Appendix II Spending Comparisons

Source: U.S. Census, Annual Survey of State and Local Government Finances, 2018 data, <https://www.census.gov/programs-surveys/gov-finances.html>

Table 6 Comparably Sized Alabama Cities, 2018

Cities	Population	Amount (in Thousands)	Per Capita Spending
ALEXANDER CITY	14,718	5,078	\$345
CULLMAN CITY	15,350	6,236	\$406
FAIRHOPE CITY	18,730	4,294	\$229
FOLEY CITY	17,218	7,587	\$441
HARTSELLE CITY	14,493	2,465	\$170
JASPER CITY	14,071	4,248	\$302
OZARK CITY	14,719	2,980	\$202
SCOTTSBORO CITY	14,722	4,420	\$300
SELMA CITY	19,519	4,467	\$229
TALLADEGA CITY	15,709	3,169	\$202
TROY CITY	18,853	6,012	\$319
Averages	16,191	4,632	\$286

Table 7 Jefferson County Cities, 2018

Cities	Population	Amount (in Thousands)	Per Capita Spending
BESSEMER CITY	26,730	12,787	\$478
BIRMINGHAM CITY	212,461	97,712	\$460
GARDENDALE CITY	13,711	4,213	\$307
HOMWOOD CITY	25,708	9,924	\$386
HOOVER CITY	84,848	24,577	\$290
MOUNTAIN BROOK CITY	20,691	8,255	\$399
TRUSSVILLE CITY	21,023	6,523	\$310
VESTAVIA HILLS CITY	34,174	6,790	\$199
Averages	439,346	170,781	\$389

Appendix III: Vestavia New Hire Equipment List

Vestavia Hills Police Department		FROM: SGT Randall Jones on 3/29/21 at 1330.	Last Updated TO:	DOH:	
ITEM NUMBER	ITEM DESCRIPTION	STY AUTH	Supplier	Cost Each	
1	Jump drive: VH handbook, map book, policy manual, AL code (ASAP)	1	Admin Sgt.	N.A.	
2	Motorola APX 6000 SN# 481CTX6541	1	Karan MCA		
3	Motorola APX 6000 (accessory) duty belt carrier	1	Karan MCA		
4	Motorola APX 6000 (accessory) lapel microphone	1	Karan MCA		
5	Motorola APX 6000 (accessory) admin carrier	1	Karan MCA		
6	Motorola APX 6000 (accessory) charging system	1	Karan MCA		
7	Motorola APX 6000 (accessory) rechargeable batteries	2	Karan MCA		
8	Bail out bag	1	Gulf States	45.00	
9	Tourniquet (accessory) duty belt carrier	1	Gulf States	36.00	
10	Tourniquet	1	Gulf States	24.78	
11	PMAG rifle magazine	3	Marks Outdoors	13.50	
12	Cahaba Heights key	1	C.H. Hardware	1.25	
13	Jail property locks key	1	C.H. Hardware	1.00	
14	Liberty Park Bathroom Key	1	C.H. Hardware	1.25	
15	Naxalone	1	VHFD	47.50	
16	Yellow pelican case for Naxatona	1	Galls	14.40	
17	Condor ballistic plate carrier (black)	1	Blaising	45.00	
18	AR 500 armor plates (PAIR)	1	Blaising	480.00	
19	Coban password Login PW vhp1032	1	Sgt. Jones	N.A.	
20	Watchguard password- Login PW Vhpd1032	1	Sgt. Jones	N.A.	
21	Email and Google Calendar on cell phone	1	Sgt. Jones	N.A.	
22	IT Threat Assessment	1	F.T.O.	N.A.	
23	Vigilant Log in: PW:	1	F.T.O.	N.A.	
24	Flock Log in: PW:	1	F.T.O.	N.A.	
25	Peace Officer Annuity membership, PBA, FOP, Deferred Comp	1	Lt. Dease	N.A.	
26	NCIC Access (FIRST DAY)	1	F.T.O.	N.A.	
27	Integrph password (FIRST DAY)	1	F.T.O.	N.A.	
28	Southern Software password	1	F.T.O.	N.A.	
29	City Email Login @vha.org Pw	1	F.T.O.	N.A.	
30	Employee ID # (FIRST DAY)	1	F.T.O.	N.A.	
31	Access Card #	1	F.T.O.	N.A.	
32	Line Of Duty Death paperwork	1	Lt. Dease	N.A.	
33	Emergency Contact Form	1	F.T.O.	N.A.	
34	Gold Dot duty ammo (50) & Rifle ammo .223 (100)	1	Armory	30.00 / 64.00	
35	Locker Key#	1	F.T.O.	N.A.	
36	Police Badge (Regular)	1	Blackington	65.00	
37	Police Badge (Hat)	1	Blackington	70.00	
38	Police Badge (Wallet) AND Police Badge holder (wallet)	1	Blackington	65.00	
39	Oakley Safety Glasses & Ear Muffs	1	Galls	142.00	
40	Refueling Pin #	1	F.T.O.	N.A.	
41	Weapon SN#	1			
42	Surefire X300 weapon light #	1	Armory	212.00	
43	Gas Mask	1	Blaising	525.00	Vision Corne
44	Riot Helmet	1	Blaising	425.00	
45	Dräger Certification	1	ADFS	N.A.	
46	Gatewise setup	1	Sgt. Crim	N.A.	
47	School ID Access #	1	Sgt. Crim	N.A.	
48	Mens Hidden Cargo Pant 1 - Class A	1	TNT Uniforms		
49	Shirt LS NV. Male DAC/Wool Class A	1	TNT Uniforms		
50	Tie Midnight Navy Clip On Class A	1	TNT Uniforms		
51	Law Pro Tie Bar Class A	1	TNT Uniforms		
52	Hat Dress AF Navy Class A	1	TNT Uniforms		
53	Band Hat Silver Snake Chain Class A	1	TNT Uniforms		
54	Class A name plate	1	TNT Uniforms		
55	Vest Vision W/2 Carriers Level 2 Vest	1	TNT Uniforms		
56	ABX3A Vest Level 3 Vest	1	TNT Uniforms		
57	Outer Vest Shell / Elbeco	1	TNT Uniforms		
58	Cap Flex Fit Mesh Cool Dry Class B	1	TNT Uniforms		
59	Dickie Turtle Neck Class B	1	TNT Uniforms		
60	Shirt LS NV. Male DAC/Cotton Class B	2	TNT Uniforms		
61	Shirt Navy SS Male DAC/Cotton Class B	4	TNT Uniforms		
62	Pant Mens CPD Cargo PKT Class B	5	TNT Uniforms		
63	S/S Polo Shirt Navy Class C	5	TNT Uniforms		
64	Khaki Trouser BDU Class C	2	TNT Uniforms		
65	Winter 3 in 1 Jacket Elbeco SH3200 NEW	1	TNT Uniforms		
66	Jacket 1/4 Zip Pullover - Shirt Job Performance	1	TNT Uniforms		
67	Rain Coat short w/ Police	1	TNT Uniforms		
68	Rain Pants	1	TNT Uniforms		
69	Vest Traffic Police Dept.	1	TNT Uniforms		
70	First Aid Eagle IFAK Basic	1	TNT Uniforms		
71	Watch Cap / Beanie	1	TNT Uniforms		
72	Boots / Stalwart 8" black	1	TNT Uniforms		
73	Navy Jacket Performance fleece	1	TNT Uniforms		
74	Baton Holder	1	Gulf States		
75	Baton	1	Gulf States		
76	Ticketbook Holder	1	Gulf States		
77	Forms Holder	1	Gulf States		
78	Holster	1	Gulf States		
79	Double Mag Pouch	1	Gulf States		
80	Outer Belt	1	Gulf States		
81	Inner Belt	1	Gulf States		
82	Equipment Bag	1	Gulf States		
83	Belt Keepers (Pack of 4)	1	Gulf States		
84	Cuff Case	2	Gulf States		
85	Cuffs	2	Gulf States		
86	Flashlight Holder	1	Gulf States		
87	Stinger LED	1	Gulf States		
88	Mace Case	1	Gulf States		
89	Freeze +P	1	Gulf States		
90	GLOVES		TNT Uniforms		

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Vision Corne

2409.95

Appendix IV Magistrate's Job Description

Class Title:

Magistrate

Class Number:

00270

Grade: 19

Summary:

Magistrates perform duties as a liaison between the municipal court and the public. Magistrates are responsible for receiving, recording and responding to citizen complaints and questions; preparing for court trials or hearings by gathering and reviewing necessary documentation; conducting court trials and hearings; and assisting the judge during court proceedings by providing and recording information. Magistrates are considered the chief officers of the municipal court administrative agency and are required to have or obtain a Magistrate certification approved by the Alabama Administrative Office of Courts (AOC). Work is performed primarily in a courtroom or office setting. Work is reviewed by a magistrate supervisor and by the presiding judge for conformity with legal procedures and points of law.

TYPICAL JOB DUTIES:

Acts as a liaison between the municipal court and the public by receiving, recording, and responding to citizens' complaints, requests, and questions either by phone or in person by providing general information on court cases (e.g., court dates, fees, and fines), retrieving and reviewing case files and other records, assisting individuals with completing required forms, or taking payments for court fees and fines in order to provide adequate services to and meet the needs of the public.

Conducts hearings by evaluating complaints, recording and reviewing witness testimony, reviewing police reports, and reading depositions in order to determine probable cause, issue arrest warrants, and set bail.

Prepares for trial, court, or hearings by gathering evidence (e.g., testimony, police reports, warrants, fee payments, and other court documents) and preparing case files in order to ensure that the most recent information regarding each case is available to the presiding judge when he or she calls the docket.

Oversees alternative sentencing programs (e.g., Operation ABC and other Community Corrections Programs) by collaborating with local businesses and educational institutions in order to determine the structure, and leadership responsibility, and goals of the program(s) in order to reduce recidivism and substance abuse, increase community, and restore defendant to productive citizenship.

Assists the judge during court proceedings by recording rulings, managing physical and electronic copies of case information, and providing information and assistance to defendants to ensure that applicable laws, rulings, and procedures are followed.

Processes cases after court or hearing by entering information and documents into the case management software (i.e., electronic filing) and attaching physical case documents with the hard copies of the case in order to ensure cases heard by the judge are updated, rulings are recorded, and any fees paid are documented.

Engages in activities designed to ensure professional development, awareness of developments in the field, and knowledge of relevant practices, rules, laws, policies, and/or guidelines.

MINIMUM QUALIFICATIONS:

Magistrate certification from Administrative Office of Courts (AOC).

Proof of continuing education hours and/or letter from Administrative Office of Courts (AOC) indicating completion of program and current hours.

Experience in legal writing (e.g., drafting complaints either civil or criminal, filling out subpoenas, filling out legal forms such as affidavits).

Experience using legal search engines (e.g., Lexis Nexus, FindLaw, WestLaw, Alison).

PREFERRED QUALIFICATIONS:



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