

RESOLUTION NO. R-91- 8

WHEREAS, the Police Department is in need of additional personnel in order to continue to meet the needs of the community; and

WHEREAS, additional funds are in need of appropriation for these positions.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CONWAY, ARKANSAS, THAT:

The sum of \$14,340 is hereby appropriated for the position of Data Entry Clerk and the sum of \$96,415 is hereby appropriated for 5 additional patrol positions; these sums to be appropriated from Unappropriated General Fund Reserves for a total of \$110,755.

PASSED this 26th day of February, 1991.

APPROVED:

  
Mayor

ATTEST:

  
City Clerk

Adam Fitzhugh } Military Leave  
 Gayla Butler }

24,046
15,250
<u>24,351</u>
<u><u>63,647</u></u>

Chuck Berry - Workers Compensation  
 over one year...

On Call By Military

1. Bill Thessing
2. Danny Moody
3. Jim Hilliker

6 Term including possible losses<sup>0</sup>

OK?

\* Request 5 addl. Patrol Positions

1. Due to abuse.
2. We only have 5 qualified applicants at this time.
3. Look at addl requests 2nd or 3rd Q of year.

\* Request 1 - Data Entry Clerk @ 10,000

AGENCY: CONWAY POLICE DEPARTMENT

ORGANIZATION: ADMINISTRATION CON'T.

REQUEST FOR NEW OR EXPANDED PROGRAMS AND/OR SPECIAL PROJECTS

1. PROGRAM OR PROJECT NAME: DATA ENTRY CLERK
2. DESCRIPTION AND JUSTIFICATION OF PROGRAM OR PROJECT: TO INPUT AND PROCESS COMPUTER DATA. ON AN ANNUAL BASIS WOULD INPUT 2,735 ARREST WARRANTS WHICH IS PRESENTLY BEING ENTERED BY WARRANT OFFICERS, WHO NEED TO BE IN THE FIELD SERVING WARRANTS AND NOT PERFORMING THIS ADMINISTRATION FUNCTION. ALSO WOULD ENTER ANNUALLY (1989 FIGURES) 1,471 ACCIDENT REPORTS, 7,000 INCIDENT AND OFFENCE REPORTS, 867 ARREST REPORTS, AND 3,894 TRAFFIC ARREST SUMMONS. CLERICAL SUPPORT STAFF POSITIONS HAVE FAILED TO GROW WITH THE REMAINDER OF THE DEPARTMENT TO PROCESS INCREASED REPORTS AND RECORDS GENERATED BY IMPROVED AND INCREASED ENFORCEMENT EFFORTS AND SERVICE RESPONSES. CLERICAL DUTIES ARE MORE EFFICIENT WHEN PERFORMED BY CIVILIAN PERSONNEL.

OBJ. CODE	DESCRIPTION	EXPLANATION	QUANTITY	UNIT COST	TOTAL COST
113-111	SALARY		1	10,400	10,400
113-161	GROUP INSURANCE		1	1,320	1,320
113-162	F. I. C. A.		1	796	796
113-163	UNEMPLOYMENT INSURANCE		1	1,200	1,200
113-166	POLICE PENSION 6%		1	624	624
GRAND TOTAL				14,340	14,340

AGENCY: CONWAY POLICE DEPARTMENT

ORGANIZATION: ADMINISTRATION CON'T.

## REQUEST FOR NEW OR EXPANDED PROGRAMS AND/OR SPECIAL PROJECTS

1. PROGRAM OR PROJECT NAME: ADDITIONAL POLICE OFFICER POSITIONS (ENTRY LEVEL)
2. DESCRIPTION AND JUSTIFICATION OF PROGRAM PROJECT: THE INTERNATIONAL CITY MANAGER'S ASSOCIATION NOW RECOMMENDS 2.70 TOTAL SWORN PERSONNEL PER 1,000 RESIDENTS TO ADEQUATELY DELIVER A WIDE SPECTRUM OF LAW ENFORCEMENT SERVICES TO CITIZENS. A POLICE AGENCY'S PRIMARY CLIENTELE SERVED ARE HUMANS. USING THAT FORMULA IN CONJUNCTION WITH THE PRESENT POPULATION (27,000) WOULD EQUATE TO (2.70 X 27) 73 SWORN PERSONNEL. PRESENT AUTHORIZED SWORN STRENGTH IS 43. THE PRESENT CPD RATIO IS 1.59 PER THOUSAND. CONSIDERING ALL COMMUNITY FACTORS, E.G., COMMUNITY CITIZEN INVOLVEMENT, STRONG FAMILY UNIT REPRESENTATION AND COMMUNITY ETHICS, DRY COUNTY, ETC. IT IS RECOMMENDED ADOPTION OF THE 2.07 PER THOUSAND RATIO (2.07 X 27) WHICH EQUATE 56 SWORN PERSONNEL (13 ADDITIONAL OFFICERS). (THREE (3) ADDITIONAL POSITIONS WERE APPROVED IN 1990, I.E., 1-SGT & 2 PATROL OFFICERS.)

OBJ. CODE	DESCRIPTION	EXPLANATION	QUANTITY	UNIT COST	TOTAL COST
113-111	SALARY-PATROLMEN	*NOTE-REFER BELOW FOR DIVISION ALLOCATION	10	15,138	151,380
113-113	HOLIDAY PAY		10	614	6,140
113-161	GROUP INSURANCE		10	110	1,100
113-162	F. I. C. A.		10	1,166	11,660
113-163	UNEMPLOYMENT INSURANCE		10	100	1,000
113-164	LOPFI FUNDS (PENSION)		10	2,155	21,550
		*DIVISION ALLOCATION			
		3-SUPPORT SERVICES (TO PROVIDE FULL TIME JAIL STAFF AS REQUIRED BY LAW)			
		1-CID (PROVIDE ADDITIONAL INVESTIGATOR TO ADEQUATELY INVESTGATE CRIMES AGAINST PERSONS, RAPE, CHILD ABUSE/ SEXUAL ASSUALTS, GENERAL FAMILY VIOLENCE CRIMES.)			
		6-PATROL DIVISION (TO PROVIDE NECESSARY ADDITIONAL STAFF TO RESPOND TO INCREASED DEMAND DUE TO POPULATION AND CRIME INCREASES)			
		GRAND TOTAL		19,283	192,830

# Resolution —

attach  
copy of 2 + 33  
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5 Patrol Positions  
1 Data Entry Clerk —

# 113-111	10,400
161	1320
162	796
163	1200
166	<u>624</u>
	<u>14,340</u>

# 113-111	75,690
113	3070
161	550
162	5830
163	500
164	<u>10,775</u>
	<u>96,415</u>

Total \$110,755.00

IN THE MUNICIPAL COURT OF CONWAY, FAULKNER COUNTY, ARKANSAS


IN THE MATTER OF CERTAIN RECORDS  
DATING FROM 1987 to 1988 MAINTAINED  
BY THE MUNICIPAL COURT CLERK'S OFFICE

O R D E R

Now on this the 12th day of February, 1991 the Court being sufficiently advised that there is records dating from 1987 to 1988 in City, County, Civil, and Small Claims Divisions of Conway Municipal Court and that all said records have been audited by a Division of Legislative Audit of the State of Arkansas.

FURTHER, the Court orders that the attached list is made a part of this order, and that said records are hereby ordered destroyed forthwith.

IT IS SO ORDERED.

  
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RUSSELL L. "JACK" ROBERTS  
MUNICIPAL JUDGE

DATE: 2/12/91

IN THE MUNICIPAL COURT OF CONWAY, FAULKNER COUNTY, ARKANSAS

RECORDS FROM 1987 - 1988 ORDERED DESTROYED

CITY, COUNTY, CIVIL, SMALL CLAIMS DIVISIONS


Arrest reports  
Bank statements, cancelled checks and check stubs  
Correspondence  
Court list and reports  
Driver control notices paid  
Hot check list, reports and list checks paid merchants  
Ledger small claims referee  
List defendant's cases passed .  
List monies paid county treasurer for various acts  
Merchants files  
Pine copies tickets 42601 - 70000  
Receipt books  
Schedule trial settings  
Subpoena list  
Tickets nolle rposequi by officers  
Time payment cards  
Work sheets

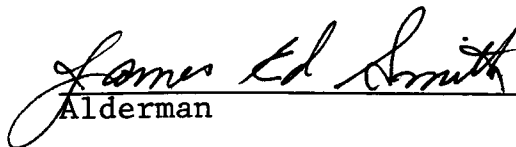
AFFIDAVIT

Comes now, Shirley Garrett, Clerk of the Conway Municipal Court and after being duly sworn stated on oath as follows:

1. That there is, in the clerks office of the Police & Courts Building the following records that are no longer useful of necessary to the Court or the City of Conway, and that they are no longer required to be kept by law.
  - A. Records from 1987 - 1988
  - B. List attached to affidavit
  - C. Order from Municipal Judge
2. That subject to Council approval, said records will be buried in the City landfill owned and operated by the City of Conway, Arkansas.

Witness our hands and seal this 12th day of February, 1991.

  
Court Clerk

  
Alderman

Subscribed and sworn to before me this 12<sup>th</sup> day of February, 1991.

  
City Clerk