

## DEPUTIES IMPLEMENTATION PLAN

### A. MONTHLY ROSTER

- Developed by Deputy Sibley who supplies the Town with a copy

### B. SCOPE OF WORK

- Monitor speed in Irvington

### C. MOU – STATES MULTIPLE DEPUTIES

- Shifts of at least 4 hours a week
- Sheriff McCranie – told us he had 4 deputies who would each work 4 – 5 hour shifts, twice a week, which is what we let VRSA know.

### D. HOURS PER WEEK – PER DEPUTY

- Each of the 4 deputies would like to serve Irvington 4 – 5 hour shift each week, or approximately 20 hours per month EACH.
- Four deputies – would log not more than a total conglomerate of 80 hours per month. They would split duties/shifts up as necessary if one man was unable to give the Town 4-5 hours a week – another deputy can volunteer for that time.
- September of 2023, only 3 deputies worked and logged a total of 61 hours.

### E. NUMBER OF DEPUTIES

- Prior to VRSA being able to write insurance for deputies and the car, the Sheriff gave us info to supply to VRSA and to the Attorney so the MOU could be crafted and signed. The MOU was written with plural DEPUTIES throughout.
- Sheriff McCranie said 4 deputies, at least 4 to 5 hour shifts twice a week. This is what the Town gave VRSA.

### F. SHERIFF CAR

- Zoning Administrator and Mayor randomly place the empty car around town when no deputy is on duty for that day. This serves to slow down drivers.
- The car must be running when a Deputy is manning it.
- Gas fill-ups have been as high as \$48.83 to as low as \$33.00 and are done by Zoning Administrator who checks after each shift. The Town debit card is used.
- Repairs have been taken care of by Zoning Administrator and include the State inspection, spark plugs, gaskets, siren repair.
- Records are kept of gas and repairs by Treasurer and Clerk. Debit card transactions are on file in the Town Office and are submitted to the Treasurer by the Clerk.

### G. COURT APPEARANCES

- Deputies appear in court for any tickets they write and Irvington does not pay for court hours as written in the MOU.
- If a deputy does not appear, a new court date is issued.

H. RECORDS OF TICKETS, WARNINGS ISSUED WHEN DEPUTIES ARE ENGAGED BY THE TOWN.

- The Sheriff's Office has records and provides info to the Town. June & July had 48 summonses issued which would have created revenue of \$4,800 to the Town. August had 21 summonses issued.
- Town timesheets also log shift hours, summons and warnings. Each officer logs the day, time he starts and ends a shift and how many summons or warnings were issued. These timesheets are kept by the Clerk and sent to the Treasurer for payroll. (sample attached.)
- An ORI number and being signed up with Central Square will give us electronic means of seeing all crime statistics and collecting revenue from tickets issued in Irvington.

I. ORI NUMBER and CENTRAL SQUARE PROPOSAL

- Proposal (attached) – Our initial tie-in to the software for CentralSquare and our annual fee thereafter is \$5,127.05. The Services first year **one-time fee** is \$10,782.05 which purchases the software and services based on 4 Deputies.
- Having an ORI number and the data collection from CentralSquare will provide excellent records. Reports can be generated covering every type of information.
- It will be unnecessary to add more staff to monitor CentralSquare data or run reports.
- The software will be downloaded if we decide to move forward and DocuSign the proposal.