



AGENDA ITEM #16

**AGENDA ITEM EXECUTIVE SUMMARY
Village Board Meeting
6/26/2023**

Item Title: Part-time Property Custodian Position

Staff Contact: Roberto Barreto, Chief of Police

NEW BUSINESS

VILLAGE BOARD ACTION:

Provide direction to staff regarding the addition of a part-time property custodian in the Police Department.

Executive Summary:

Currently, the Police Department does not have a position dedicated to the management of the Property Room. The duties of the property custodian are handled by a patrol sergeant. The sergeant regularly comes in on overtime as well as sets aside time while on shift to manage the over 9,000 items that are currently in the room. The overtime assignment impacts primary duties including the monitoring and supervision of the patrol shift. To reduce overtime and effectively manage the property room, staff is recommending the addition of a part-time property room custodian. The primary duties of the property room custodian will include the following:

- Emptying of the prescription drug box daily, prepare and transport for quarterly destruction.
- Lab runs (ISP, DuPage, and Private).
- Collect and log evidence from intake lockers, making sure they are entered and packaged properly by the officers.
- Return property to the owners.
- Send counterfeit currency to Secret Service biweekly or monthly depending on volume.
- Research each case and prepare for destruction of evidence. Coordination with investigations, records, property room supervisor, State Police (firearms/FOID), and county/state databases is required.
- Transport Sex assault kits to the lab (must be done within 10 days of receipt).
- Ensure evidence for high priority cases, such as homicides and large gun cases are entered and submitted right away to prevent chain of custody issues in court.

- Coordinate the destruction of drugs that are no longer needed for court via a “Burn” day which should be done Bi-Annually.

A recent survey of 43 other police departments in Illinois (see attached) showed that all but seven (7) departments have either a full or part-time civilian property custodian. Staff recommends the Board authorize the creation and hiring of a part-time civilian Property Custodian to work approximately 25 hours a week at \$30.00 an hour equating to approximately \$39,000 annually. To date, a total of 70 hours of overtime have been spent this year dedicated to property room duties at a cost of \$5,956. The projected annual overtime expenditures for FY2023 are estimated to be \$23,800 without a dedicated position.

The above annual overtime cost does not include the additional cost of the time spent on shift to manage the property room, nor are the on-shift and overtime hours combined enough to effectively manage the duties of the property room.

Implications:

Is this item budgeted? No. The position will be funded by the General Fund.

Estimated cost: The estimated cost difference between paying a sergeant overtime (approximately \$24,000 for 280 hours) and hiring a part-time civilian (approximately \$39,000 for 1,300 hours) is \$15,000.

Any other implications to be considered? If the Board concurs with staff's recommendation, the job announcement will be posted and a salary ordinance amendment will be placed on the July 10, 2023 agenda.

Strategic Priority:

Operational Sustainability

Attachments:

Salary Survey

DEPARTMENT	SALARY	START - TOP OUT	FT/PT	CIVILIAN/ SWORN	# of Staff in dept	VILLAGE SIZE / DEPT SIZE
Addison	\$81,728 yr	\$58,949 - \$81,728	FT	Civilian	1-FT 1-PT	37,330 / 68 sworn
Bartlett	\$64,609	\$55,415 - \$80,729	FT	Civilian	1-FT	41,105
Berwyn	\$51,000 yr		FT	Civilian	2-FT	115 sworn
Buffalo Grove		\$53,102.40 - \$77,966.72	FT	Civilian	1-FT	43,212 / 61 sworn
Burbank	\$20 hr \$41,600	3-5% incr ann	FT	Civilian	2-civilins/ 1- sworn	30,000 / 50 all
Carol Stream	\$84,000 yr	\$56,000 - \$84,000	FT	Civilian	1-FT	40,000 / 70 sworn
Deerfield	\$80,000 yr	\$58,000 - \$80,000	FT	Civilian	1-FT	
DuPage Co Forest Preserve	\$72,014 yr	\$43,209 - \$72,014	FT	Civilian	1-FT	
Elgin	\$82,250 yr	\$61,600 - \$82,250	FT	Civilian	2-FT 1-PT	113,000 / 190 sworn
Elk Grove Village	\$91,000 yr	\$69,000 - \$108,000 yr	FT	Sworn	1-FT 2-PT	33,000 / 94 sworn
Franklin Park	\$45,000 yr	\$38K - \$45K	FT	Civilian	1-FT	18,000 / 55 sworn
Glen Carbon	\$54,000 yr	no	FT	Civilian	2-PT	14,000 / 26 sworn
Glendale Heights	\$68,348.80 yr	\$51,563.20 - \$68,348.80	FT	Civilian	1-FT	33,176 / 56 sworn
Gurnee	\$72,128 yr	\$51,260-\$72,128	FT	Civilian	1-FT	30,500 / 64 sworn
Hanover Park	\$46,598 yr	\$46,598 - \$65,228	FT	Civilian	2-FT	37,444 / 61 sworn
Hazel Crest	\$29.20 hr \$60,736		FT	Civilian	2-FT	15,000 / 35 sworn
Hinsdale	\$36,000 yr		PT	Civilian	PT-2day pr week	26 sworn
Hoffman Estates	\$58,937 yr	\$52,291 - \$75,738	FT	Sworn	1-FT	52,530 / 97 sworn
Illinois State Police	\$69,228	\$47,976 - \$68,028	FT	Civilian	2-FT 1PT	1,800 sworn
Joliet Jr College	\$73,881.60 yr	\$59,092.80 - \$73,881.6	FT	Sworn	2-FT Sworn	15 Sworn
Lake County	\$60,000 yr	\$52,795 - \$82,713	FT	Civilian	4-FT	703,462 /
Lake County Forest Preserve	\$38.89 hr \$80,891.2	12 steps	FT	Sworn	3-FT Sworn	37 sworn
Lake Forest	\$73,546 yr	\$73,546 - \$109,877	FT	Sworn	4-FT Sworn	20,000 / 40 sworn
Lisle	\$62,857.60 yr	\$37,093 - \$62,857.6	FT	Civilian	1-FT	23,000 / 38 sworn
Lombard	\$47,452.91 yr	\$48,042- \$68,212	FT	Civilian	1=FT, 1 backup	44,303 / 65 sworn

Mokena	\$21.00 hr \$43,680 yr		PT	Civilian	1-PT	23,000 / 35 sworn
DEPARTMENT	SALARY	START - TOP OUT	FT/PT	CIVILIAN/ SWORN	# of Staff in dept	VILLAGE SIZE / DEPT SIZE
Morton Grove	\$60,000 yr	\$58,000 - \$60,000	FT	Civilian	1-FT	23,000 / 47 sworn
McLean Co Sheriff	\$21.04 - 32.61hr	\$41,024.64 - \$63,589.50	FT	Civilian	1-FT	104 sworn / 20 civiln
Mundelein	\$34.53 hr \$71,822.4	2.5 % inc yr.	PT	Civilian	2- 1PT/1FT	31,560 / 50 sworn
Naperville	\$57,000 yr		FT	Civilian	2-FT	148,000 130+sworn
New Lenox	\$26.39 hr \$54,891.2	unk	PT	Civilian	1=PT 4hrs.	27,500 / 34 sworn
Northbrook	\$72,300 yr		FT	Civilian	1-FT	35,000 / 70 sworn
Palatine	\$71,219.20 yr	\$49,150 - \$71,219.20	FT	Civilian	1-FT	66,321 / 110 sworn
Park Ridge	\$25.82 hr / \$50,344 yr	\$23.16/\$45,168 - \$30.24/\$58,972	FT	Civilian	1-FT	37,500 / 55 sworn
Schiller Park	\$54,800 yr	no steps 2.5-3% ann increase	FT	Civilian	2-FT	12,000 / 30 sworn
South Elgin	\$60,320 yr	\$55,203.20 - \$72,030	FT	Civilian	1-FT 1-PT	24,800 / 35 sworn
Springfield PD	\$61,930 yr (suprv)	start \$45K	FT	Civilian & Sworn	1-FT Sup / 2 FT EO	113,394 / 230 sworn
Sterling	\$24.14hr \$50,215.07	\$37,349.99 - \$50,215.07	FT	Civilian	1-FT	14,782 / 23 sworn
Vernon Hills	\$31.00 hr \$64,480	\$26K w/annual COL increase	PT	Civilian	3-PT	26,786 / 43 sworn
Warrenville	\$70,000 yr	\$51,145 - \$70,324	FT	Civilian	1-FT	14,000 / 32 sworn
West Chicago	\$63,000 yr	\$60,000 - ? \$70,674 -	FT	Civilian	1-FT	25,370 / 50 sworn
Wheaton	\$73,373 yr	\$91,874	FT	Civilian	1-FT	53,000 67 sworn
Will Co Sheriff	\$99,728 yr	\$62,722 - \$99,728	FT	Sworn	2-FT Sworn	260 sworn & civilns