

**1. When recruiting police officers do you advertise for certified officers only, non-certified officers or both?**

City/Agency	Certified/Non-Certified
Brentwood	Both
Alcoa	Both
Munford	Both
Gallatin	Both
Columbia	Both
Springfield	Both
Mt. Juliet	Both
Kingsport	Both
Cookeville	Both
Bartlett	Both
Lawrenceburg	Both
McMinnville	Both
Memphis	Both
Portland	Certified only
Sevierville	Both
Sparta	Both
Cleveland	Both
Crossville	Both
Greeneville	Non-certified *

**2. If you recruit non-certified officer, do you pay all expenses to attend an academy? If Yes, do you require a reimbursement if police officer leaves your service?**

City/Agency	Expenses Academy	Require Reimbursement
Brentwood	Yes	No
Alcoa	Yes	Yes
Munford	Yes	No
Gallatin	Yes	
Columbia	Yes	No
Springfield	Yes	Yes
Mt. Juliet	Yes	Yes
Kingsport	Yes	No
Cookeville	Yes	No
Bartlett	Yes	No
Lawrenceburg	Yes	No
McMinnville	Yes	Yes

Memphis	Yes	No
Portland	No	
Sevierville	Yes	Yes
Sparta	Yes	Yes
Cleveland	Yes	Yes
Crossville	Yes	Yes
Greeneville	Yes	No

3. Do you offer a hiring bonus? If yes, is a bonus offered to non-certified and certified? How much do you offer or is it dependent upon qualifications? If you offer a hiring bonus, what are the stipulations?

City/Agency	Hiring Bonus	Offered to both	Amount	Stipulations
Brentwood	No	n/a	n/a	n/a
Alcoa	No	N/a	N/a	N/a
Munford	No	n/a	n/a	n/a
Gallatin	No	n/a	n/a	n/a
Columbia	No	n/a	n/a	n/a
Springfield	No	n/a	n/a	n/a
Mt. Juliet	No	n/a	n/a	n/a
Kingsport	No	n/a	n/a	n/a
Cookeville	No	n/a	While we don't offer a bonus, if a certified officer is hired, the salary is usually above the minimum of the range, depending on experience and qualifications.	n/a
Bartlett	No	n/a	n/a	n/a
Lawrenceburg	No	No	n/a	n/a
McMinnville	Yes	No	\$3,000	to certified only after 6 months of being on their own after FTO
Memphis	No	n/a	n/a	n/a
Portland	No	n/a	n/a	n/a
Sevierville	No	n/a	n/a	n/a
Sparta	No	n/a	n/a	n/a
Cleveland	No	n/a	n/a	n/a
Crossville	No	n/a	n/a	n/a
Greeneville	No	n/a	n/a	n/a

4. Do your police officers receive step raises, service raises, and/or COLA? Please explain.

City/Agency	Types of Raises	Comments
Brentwood	Yes	5% after a year and 5% after 18 months
Alcoa	Yes	Step raises are time of evaluation and COLA once a year if approved in the budget.
Munford	Yes	Step raises
Gallatin	Yes	
Columbia	No	Annual Adjustment/COLA
Springfield	Yes	The first year they receive increases after obtaining POST certification, FTO and 1 year anniversary in addition to step increase in July. If they are already POST certified when hired, they start at a higher rate of pay.
Mt. Juliet	Yes	The City has a 3 year step plan before reaching top out pay. COLA increase when approved by the BOC i.e. 1% is added to each step in the scale.
Kingsport	Yes	Receive step and/or cola
Cookeville	Yes	We have a merit based pay system tied to a rating with the annual performance evaluation that is on a scale from zero to the maximum increase approved by council which is currently 3%. City Manager can authorize additional based on recommendation from Chief.
Bartlett	Yes	Seven steps over eight years plus discretionary across the board raises annually.
Lawrenceburg	Yes	We have a seven-step pay scale for day and night shifts according to each rank plus an increasing longevity bonus.
McMinnville	Yes	2.5% step yearly and COLA by board approval this year 2.3%
Memphis	Yes	Step raises and annual raises (if approved through budget process).
Portland	Yes	After completing academy, \$1/hr increase; COLA determined and adjusted at beginning of fiscal year along with progression rate adjustment
Sevierville	Yes	Our pay plan is step raises
Sparta	Yes	Step raises
Cleveland	Yes	Steps and/or COLA's
Crossville	Yes	The department receives COLA, if approved by Council, no step or service raises except for additional duties increase or change in rank.
Greeneville	Yes	Recently did away with steps. Merit increases based on accomplishing goals.

5. Are road patrol and administrative positions on the same pay scale?

City/Agency	Road Patrol/Admin on Same Pay Scale
Brentwood	Yes
Alcoa	Yes
Munford	Yes
Gallatin	Yes
Columbia	Yes
Springfield	Yes
Mt. Juliet	Yes
Kingsport	Yes
Cookeville	Yes
Bartlett	Yes
Lawrenceburg	Yes
McMinnville	No
Memphis	Yes
Portland	No
Sevierville	Yes
Sparta	Yes
Cleveland	Yes
Crossville	No
Greeneville	Yes

6. Do detectives work a different schedule than road patrol?

City/Agency	Detectives/Road Patrol
Brentwood	No
Alcoa	Yes
Munford	Yes
Gallatin	Yes
Columbia	Yes
Springfield	No
Mt. Juliet	Yes
Kingsport	Yes
Cookeville	Yes
Bartlett	Yes
Lawrenceburg	Yes
McMinnville	Yes
Memphis	No
Portland	Yes
Sevierville	Yes
Sparta	Yes
Cleveland	No
Crossville	Yes

Greeneville	Yes
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**7. What schedules does your department work?**

City/Agency	Schedules
Brentwood	24/7
Alcoa	morning shift 6:00am- 4:00pm evening 3:00pm-11pm and nights 10:00pm-7:00am
Munford	8 hrs. day
Gallatin	12 hours shifts for patrol
Columbia	We currently have 3 shifts, but may go to 12 hour shifts.
Springfield	varies
Mt. Juliet	6a-2p; 2p-10p; 10p-6a Detectives work 4 10-hour days
Kingsport	12-hr shifts 0600-1800; 1800-0600; 8 hour shifts admin 0800-1700
Cookeville	Eight (8) hours shifts
Bartlett	Police officers work six (6) 8.5 hour days with three (3) days off.
Lawrenceburg	12-Hour Shifts
McMinnville	Panama
Memphis	8 hours - 3 shifts
Portland	Admin 8a - 4p; Detectives 8a-5p; Patrol 1st 6a-2p; Patrol 2nd 2p-10p; Patrol 3rd 10p-6a
Sevierville	12 hour schedule
Sparta	4 -12 hour on and 4 days off
Cleveland	4 10hr shifts per week
Crossville	Bi-weekly pay periods. Detectives and administrative police personnel work five 8 hour days (Mon-Fri) or 80 hour pay period; Road patrol works 12 hours shifts and on an 86 hour pay period.
Greeneville	Detective 8-5 std. patrol 12 hours shifts, rotating day and night, working three , off two, working four, off three, once a month 7 day break.

**8. At what point do officers receive OT?**

City/Agency	Overtime
Brentwood	After 40 hours week
Alcoa	after 46 hours worked in a pay period
Munford	Over 40 hours per week

Gallatin	greater than 168 in a 28 day cycle
Columbia	After 86 hours
Springfield	After 171 in 28 days
Mt. Juliet	After 40
Kingsport	Over 80 hours tw in a two-week pay period
Cookeville	After 40 hours per week.
Bartlett	Pay for overtime compensation is paid on a daily basis.
Lawrenceburg	We follow the FLSA rules for time actually worked beyond their 12-hour shifts after 160 hours. We do not pay money but award comp time.
McMinnville	Over 86 hours
Memphis	Over 43 hours per week
Portland	After 43 worked hours per pay period
Sevierville	Any hours worked over 171 in a 28 day period.
Sparta	After 171 hours in 28 days
Cleveland	After 86 hrs. in 14 day work period
Crossville	After 86 hours in a pay period for patrol; after 80 hours in a pay period for administrative police/detectives.
Greeneville	After 160 straight time. after 171 time and one half

**Additional comments?**

<b>City/Agency</b>	<b>Comments</b>
Cookeville	Relative to #6, Detectives typically work day shift with flexible hours relative to their assignment or case load. CID will also do a rotation on afternoons as well as perform on-call duties approximately every six (6) weeks. Detectives assigned to drug enforcement will work hours as the situation or case dictates.
Greeneville	plan to advertise both in our upcoming recruitment

**Contact Information**

<b>Contact</b>	<b>Agency</b>	<b>Number of Employees</b>	<b>Contact Number</b>
Mike Worsham	City of Brentwood	268	615.371.0060
Heather Crowder	City of Alcoa	276	865.680.4754
Mary Pinner	City of Munford	102	901.837.5969
Debbie Johnson	City of Gallatin	419	615.451.5890

Connie Etzkin	City of Columbia	386	931.560.1565
Gina Holt	City of Springfield	252	615.382.2200
Janet Southards	City of Mt. Juliet	170	615.773.6290
George DeCroes	City of Kingsport	750	423.224.2448
Gail Fowler	City of Cookeville	425	931.520.5256
Ted Archdeacon	City of Bartlett	710	901.385.6430
Doug Edwards	City of Lawrenceburg	135	931.762.4459
Jennifer Rigsby	City of McMinnville	159	931.473.1209
Eric Sabatini	City of Memphis	6,700	901.636.6411
Jo Ella Goad	City of Portland	140	615.325.6776
Kristi Ward	City of Sevierville	270	865.868.0908
Lorie Jeffries	City of Sparta	78	931.836.3248
Jeff Davis	City of Cleveland	330	423.559.3313
Leah Crockett	City of Crossville	160	931.456.5681
Patsy Fuller	Town of Greeneville	225	423.787.6189

**Thanks for your assistance with this very important survey.**