MEMORANDUM

Date: **July 31, 2020**
To: **Davis County Budget Committee**
From: **Craig Webb**
Chief Deputy - Investigations
RE: **Assistant Supervising Agent (ASA)**

Summary: Over the past two years I have come to realize I cannot be everywhere and available all the time. I was off for a few weeks with a knee replacement. I have tried to take vacation but my ability to stay in touch with the office is often hindered by the lack of cell phone coverage. Additionally, my role has also included providing backup for the agents when they are unavailable. I trust and respect all of my team, but it is clear I need another supervisory person to ensure this machine rolls when I am unavailable.

Proposal: I have two agents with prior supervisory experience and a mountain of good judgment skills. I would like to promote one of them to an Assistant Supervising Agent (ASA). This would be an internal promotion and would NOT require an additional FTE as an addition to our current staff of six agents. The chosen agent would provide supervisory support to my role, supervisory support to the other agents and act as a point of contact - simply take on my role - when I am unavailable. The ASA will also assume some administrative responsibilities in areas like: vehicle maintenance, equipment and training requests. These are areas of responsibility for which I am continually challenged to find time.

Costs of the proposal: I have worked with HR to determine the estimated costs for this internal promotion. Depending upon who is chosen, we estimate the annual costs to be between $6,000 to $7,000 annually. This does not represent a significant increase to the person who is chosen but does place the ASA at a higher grade than the agents. The Davis County Attorney's Office is able to manage this increase within its current budget.

Benefits of the proposal: The benefit to Davis County is that there will be no change in the day-to-day operation should I be unavailable. Our Bureau participates and coordinates a number of specialized taskforces. In the event I am unavailable, the dispatch centers would have a known person/number to call to generate a response. The ASA will reflect an overall enhancement to our service to our law enforcement community. As noted, above, this position will also provide supervisory support to the other agents and administrative support to our office.

Other considerations, if applicable: This promotion will give one of the eligible agents an incentive to keep working in this field. Both eligible agents are able to retire whenever they choose and, if they did, Davis County would lose a valuable resource. An internal promotion opportunity also gives the other agents something to look forward to as they progress in this career.

I am happy to answer any questions you might have and appreciate your consideration of this proposal. Please feel free to contact me with any questions.