

**Subject:** Fw: Warson Woods Patrol hours  
**Date:** Tuesday, June 22, 2021 at 2:19:02 PM Central Daylight Time  
**From:** Mandy Kamykowski  
**To:** Mandy Kamykowski

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**From:** Lewis, Jim <jim.lewis@centralbank.net>  
**Sent:** Tuesday, June 15, 2021 10:34 AM  
**To:** Robert Stanczak <rstanczak@warsonwoods.com>  
**Cc:** Mandy Kamykowski <MandyKamykowski@warsonwoods.com>; Mike Basler <MikeBasler@warsonwoods.com>  
**Subject:** RE: Warson Woods Patrol hours

I totally understand, I prepared something with some assumptions to discuss tonight.

I did assume that the officers take their vacation, I used 42 hours for the patrol officers and 40 for you and the Sergeant. I think this is everyone's normal work week.

I also assumed the officers use 3 days per year for sick leave or an unscheduled absence. They are offered 10 sick days.

Thanks Jim

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**From:** Chief Robert Stanczak <RStanczak@WarsonWoods.com>  
**Sent:** Tuesday, June 15, 2021 10:26 AM  
**To:** Lewis, Jim <jim.lewis@centralbank.net>  
**Subject:** Re: Warson Woods Patrol hours

\*EXTERNAL EMAIL\*

Mr. Lewis I apologize, but I will not have time to get back to you before tonight's meeting with the new set of questions. RAS

**From:** Lewis, Jim  
**Sent:** Monday, June 14, 2021 8:02 PM  
**To:** Chief Robert Stanczak  
**Cc:** [MandyKamykowski@warsonwoods.com](mailto:MandyKamykowski@warsonwoods.com) ; Mike Basler  
**Subject:** RE: Warson Woods Patrol hours

Thank you for the information. I will adjust the numbers to show you patrolling 30% of the time.

Vacation - the Personnel Manual references weeks and not hours or days. Sergeant Tisius told us in the meeting the officers take 12 hours for vacation days, he takes 10 hours and you take 8 hours. For each "week" I used 5 days at the hours he referenced for each officer, so that was a bad assumption on my part. If per the Manual an officer has earned 1 week of vacation, how many hours would that one week be for you, the Sergeant and the Officers? Or is it a 40 hour week for you and the Chief, taken in 10 or 8 hour days and

some other number for the other officers.

I still need help on the second part of the vacation question. Only a portion of vacation was on schedule. Was the remaining time taken or lost? If lost, can you estimate the hours lost?

The manual shows the officers get 10 days of sick leave. I understand that they all don't take all their days, but it seemed unusual, but certainly possible, that only Sergeant Tisius and Brock took sick leave in 2020. If others took sick days other than what was scheduled can you at least estimate how many days they each take.

I apologize for the last minute questions and request for estimates, but I received new information late last week, then was out of town over the weekend and now getting more corrections and new information and need to get this finalized. I would really like to have good information and not my assumptions.

Thanks for your help.

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**From:** Chief Robert Stanczak <[RStanczak@WarsonWoods.com](mailto:RStanczak@WarsonWoods.com)>  
**Sent:** Monday, June 14, 2021 11:48 AM  
**To:** Lewis, Jim <[jim.lewis@centralbank.net](mailto:jim.lewis@centralbank.net)>  
**Cc:** [MandyKamyKowski@warsonwoods.com](mailto:MandyKamyKowski@warsonwoods.com); Mike Basler <[MikeBasler@warsonwoods.com](mailto:MikeBasler@warsonwoods.com)>  
**Subject:** Re: Warson Woods Patrol hours

\*EXTERNAL EMAIL\*

I apologize for any miscommunication, the WWPD is operates differently then GPD I patrol at least 30% of the day.

In reference to the perception that you and others thought that there was 2 officers on dayshift, that is somewhat true I patrol the streets about 30% of the day (M – F) and when the Sgt. comes in between 11 a and 12 noon he patrols the street 50% of his day(M – Thur.) So the residents of WW do see 2 different officers on the street until 9 p or 10 p. during the week and 6 to 8 hours of 2 officers patrolling on the weekends. The LD is light duty, MC Major Case Training , EL was emergency leave due to Covid 19. Vacation is done by hours not days off. The question about Sick Leave , not all officers took sick leave, because they did not get sick, some just used a few days. Any other info let me know. RAS

**From:** Lewis, Jim  
**Sent:** Monday, June 14, 2021 10:20 AM  
**To:** Chief Robert Stanczak  
**Cc:** [MandyKamyKowski@warsonwoods.com](mailto:MandyKamyKowski@warsonwoods.com) ; Mike Basler  
**Subject:** RE: Warson Woods Patrol hours

Chief, I would agree that this is impossible to do and Chief Beaton told me the same. Trying to make any definite conclusions from the pay hours or schedules is like hoarding cats, so I can only make some general observations. Someone with more knowledge and resources can look into further it more if the Board chooses.

As far as your patrol hours as well as Sergeant Tidies I was trying to compare apples and apples with Glendale. When we spoke you talked about your patrol time, which is similar to Chief Beaton and the Glendale Captain. They also patrol and respond to calls so I didn't include either yours patrol ours or theirs in the comparison. In our meeting Sergeant Tisius also talked about your patrol ours and estimated that he

patrols 50% and the other 50% is administrative, so I used that figure for him.

In my conversations with Chief Beaton he was adamant that his Sergeants patrol the vast majority of the time and told me their main administrative duty is performing evaluations on the patrolman reporting to them.

I know there are some people, including myself, that were under the impression that the Warson Woods patrol officers work 12 hour shifts and that we had 2 officers during the day and 1 at night. So one of my observations is that that the part-time workers cover a partial shift in the afternoon / evenings.

After looking at the schedules I do have a few questions...

Can you define or confirm some of the abbreviations – some are obvious and some not so much;

LD – Long-term Disability ??

MC - ??

EL – Emergency Leave?

I assume S is sick and V is vacation.

I have another question on Vacation and Sick Leave. It appears from the HR manual that the patrol officers have earned anywhere from 10 to 15 vacation days and 10 sick days a year totaling 60 days of vacation and 50 hours of sick leave. The schedule shows 24 vacation days taken.

What happens with the other 36 vacation days? Per the manual, they are lost at the end of the year. Did the officers end up taking them or did we pay them for the days or did they lose them?

Two officers show sick days on the schedule and the other 3 have no sick days. Did those 3 take any unscheduled sick days during the year? Did Sergeant Tisius or Officer Brock take any other unscheduled sick days?

Thanks for your help on this task and your years of service to Warson Woods. I am looking forward to the end of the Ad Hoc committee tomorrow night!

Respectively

Jim

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**From:** Chief Robert Stanczak <[RStanczak@WarsonWoods.com](mailto:RStanczak@WarsonWoods.com)>

**Sent:** Monday, June 14, 2021 7:12 AM

**To:** Lewis, Jim <[jim.lewis@centralbank.net](mailto:jim.lewis@centralbank.net)>

**Cc:** [MandyKamyKowski@warsonwoods.com](mailto:MandyKamyKowski@warsonwoods.com)

**Subject:** Re: Warson Woods Patrol hours

\*EXTERNAL EMAIL\*

Mr. Lewis, I never received your initial draft that you said was sent to me. Looking at the draft that I received on 6/11/21, it looks to be a nice formula , however there is no way to do anything but guestimate on the numbers for hours of patrol. I talked to Chief Beaton on 6/10/21 and he told me that also informed you that there is no formula that can give you anything bet a guess on hours a officer is on patrol a day, a month or a year. This is why you do not have a spread sheet on GPD hours on patrol. I patrol the streets of Warson Woods a lot more then 10% , not sure why you assumed my hours of patrol would be the same as Chief Beaton.

Also once again you are comparing WW hours of patrol to the GPD proposal to having 3 officers on

duty (not patrol hours) two different things. The way I have the WWPD schedule set up, I work M-F 6a to 2p , the Sgt. M-Thur. 11 a to 9p, 1 officer, 7 days a week 6a to 6p, 1 officer 7 days a week 6p to 6a, Fri, Sat. Sun. PT time officers work 3p to 9p. RAS

**From:** Lewis, Jim

**Sent:** Friday, June 11, 2021 3:13 PM

**To:** Chief Robert Stanczak ; [lhowe@warsonwoods.com](mailto:lhowe@warsonwoods.com)

**Cc:** Mandy Kamykowski ; Mike Basler

**Subject:** Warson Woods Patrol hours

Chief and Mayor,

In the Ad Hoc Committee we have had a number of conversations trying to compare the patrol hours in Warson Woods to the Glendale proposal. Since the Glendale proposal is off the table, this may be moot, but the Committee would still like me to comment on the findings. I would like the findings to be as accurate as possible so I need both of your input.

Chief, I initially asked for and Kathy provide to me the number of hours paid to each of the officers (including part time) and their PTO. I used the paid hours and deducted from that the amount of vacation and other PTO and your estimate of the amount of time training. Since our Sergeant spends both a significant time patrolling and a significant time in other administrative duties, I needed an estimate of that split. The Sergeant estimated 50/50 to our committee. I heard from both you and the Glendale Chief that you both also patrol and respond to calls as needed, but the majority of the is spent on administrative duties (10%/90% split), since the answers were the same I did not include your hours or the Glendale Chief (or their Captain) assuming that those numbers are a wash.

I understand that all the patrolman work 12 hour days (Sergeant works 10) and that in a perfect world you would like to have 2 officers on patrol during the day and 1 at night. To do that requires 36 hours a day or 13,140 hours per year. When I deduct the hours worked from the hours needed to cover the year, there is a shortfall – so those are the days or shifts that we only have one officers available for patrol for part or all of the shift.

The other item we discussed was the amount of time needed to work on Certification. I talked to the Chief of another department – about 4 times the size of WW who had already completed the Certification. He told me they dedicated one person full time to this task for 2 ½ years. Assuming 4 weeks vacation, that would come out to about 1,920 hours per year. I initially estimated 1,000 hours for WW, you suggested 900 hours, which I used to help estimate the available patrol hours for the year going forward – assuming all else stays the same.

Chief, I sent you my initial draft of my numbers a few weeks ago and after our conversation I made some changes and thought we were on the same page. At our last meeting Sean told us that after talking you to he had concerns that my numbers are wrong. Can you let me what I have incorrect so I can discuss facts on Monday.

Larry, As to the Glendale proposal, I *assumed* that in the proposal where it stated that when Glendale will have 3 officers on patrol 1 would be exclusive to Warson Woods that this occurred during the day and when they would have 2 officers on patrol – 1 would split between north Glendale and Warson Woods that this would occur at night. It was pointed out to me that the proposal doesn't state day or night, so this was a bad assumption on my part. In our meeting, Mike thought the intention was that their patrol would typically be 3, and on an exception basis it would be the 2 with 1 officer split between North Glendale and WW. This is an area of the proposal that we would have asked for clarification if given the opportunity, buy we can't do that now. Can you tell me what the *intention* was of the proposal?

I realize this is late in the week, but I have been tied up in a series of day and evening meetings this week related to my work and another organization I am working with so haven't been able to get you this question until now. I realize trying to estimate hours of patrol is not an exact science, but I think we can come to some to some general estimates to give some perspective.

I have attached the most recent version of the spreadsheet.

I appreciate your help.

Jim Lewis

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