



# CANYON COUNTY SHERIFF

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**Proposal to Add Patrol Administration Lieutenant Position  
and 5<sup>th</sup> Patrol Team Sergeant (by re-classifying existing CCSO PCNs)**

In February 2023 the Canyon County Sheriff's Office (CCSO) sought and received approval from the Board of County Commissioners (BOCC) to add an Administrative Services Captain. This has had an exceedingly positive impact on the function of the Sheriff's Office, and has benefited both the citizens of Canyon County as well as the personnel within CCSO. As we have continued to evaluate our organizational structure over the past two years, and respond to the increased demands for Sheriff's Office services, we conclude that we need a third Lieutenant within Patrol to be responsible for administrative collateral duties that presently fall upon the two Patrol Lieutenants as well as multiple Patrol Team Sergeants. We also believe, and have briefed the BOCC during FY2025 budget discussions, that we need a 5<sup>th</sup> Patrol team. This team is designed to be pro-active in addressing crime and traffic problems within the county, and to be on duty during the busiest time periods. We propose to accomplish these two objectives by re-titling and re-classifying two current deputy PCNs; making one a Lieutenant and the other a Sergeant for the 5<sup>th</sup> Patrol team (we have/will have sufficient deputy positions to staff the rest of this new team).

*\*Within the FY2025 budget, the BOCC has already approved the Sgt. position noted in this proposal, along with two additional deputy positions. Given the timing of our desire to create the 5<sup>th</sup> Patrol team, we are requesting to convert a currently vacant deputy PCN to a Sergeant PCN, then, when the three new PCNs become available in January 2025, to have each of those be a new deputy PCN rather than two deputy PCNs and one Sergeant PCN. This way, we can have the Sergeant position for use in October. We are simply asking to have the Sergeant position available to us a few months earlier, and the easiest way to accomplish that is to re-classify and re-title a currently vacant PCN.*

We have engaged in months of analysis to conclude that these two positions would substantially enhance CCSO's ability to best serve the citizens of Canyon County in meaningful and measurable ways. We had hoped to have this analysis concluded prior to the FY2025 budget finalization, but needed additional months for completion. This proposal does not request any "new" PCNs – it is to re-classify and re-title currently vacant

PCNs. The benefits of improving our organizational structure as outlined below, far outweigh the costs, which we are able to absorb within our current, approved A budget.

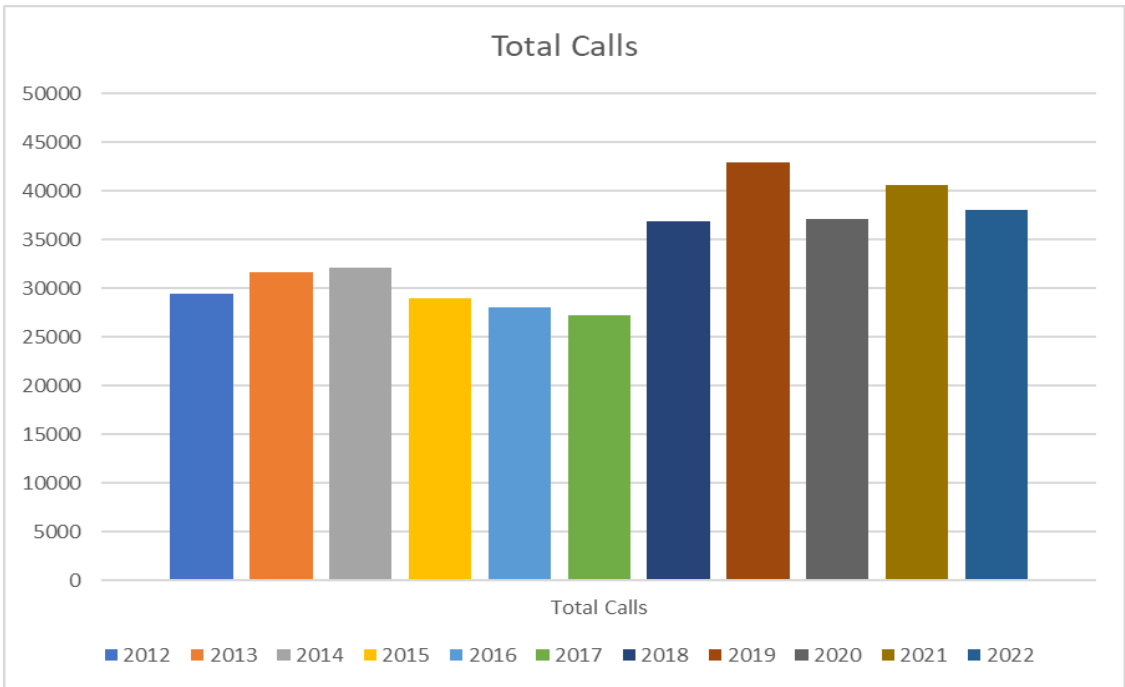
**Background**

For several years, CCSO Patrol has been staffed with two Lieutenants; one for the front end of the week (Sunday through Wednesday), and one for the back end of the week (Wednesday through Saturday). Each of these Lieutenants functions as a Shift Commander, and is responsible for leadership and oversight of two Patrol Teams each. Their duties as Shift Commanders are substantial. Additionally, and more so the focus of this proposal, each of these two Lieutenants, and the Patrol Sergeants under their command, are responsible for a large number of “collateral” duties that are required CCSO functions, but which take considerable time away from working with the teams they supervise.

**Justification: Call Volume Analysis**

In March 2023, CCSO submitted a formal “Patrol Proposal” to the BOCC that represented a substantial staffing study, and outlined needs for the future. This proposal became “Project 1” within the CCSO three-year strategic plan. In FY 2024, the BOCC approved five new deputy positions as part of this project, and in FY2025 approved three new deputy positions. The project calls for sixteen new deputy positions over a four-year period – we are currently half way towards this goal.

The Patrol Proposal contained the below noted chart of CCSO calls for service:



With the exception of 2019, CCSO has averaged roughly 37,000 calls for service each year since 2018. With the rapid growth of the county, from January to August 2024 CCSO patrol deputies have responded to 29,949 calls; an average of 3,743 calls per month. With this monthly average, CCSO is on pace to respond to approximately 45,000 call this year, which is the largest call volume in the history of CCSO.

The additional staffing requested over a four-year period in Project 1, and the 5<sup>th</sup> patrol team, are intended to address the increased demand for CCSO services that is a result of Canyon County being the fastest growing county in the State of Idaho. The Patrol Project (Project 1) is working! CCSO is better staffed than at any previous time to address the added workload from growth. However, with this record-breaking call volume, we believe we need to alter our organizational structure in order to reduce the demands placed on our Patrol Lieutenants and Sergeants from the many collateral duties for which they are currently responsible. We need our shift commanders and Patrol Team Sergeants focusing their time and attention on leading and working more closely with our Patrol deputies.

### **Justification: Collateral Duties**

A list of the collateral duties currently assigned amongst the Patrol Lieutenants and Sergeants is noted below.

<b>Patrol Collateral Duties – Lieutenant and Sergeant</b>	
1.	<b><u>Peer Training Officer (PTO) Coordinator</u></b> – management and oversight of all new patrol deputies for the entirety of their 14-week training program in order to be certified for CCSO patrol. This is an important and time-consuming duty, as we are onboarding multiple new Patrol deputies each year, and it is critical that there is careful oversight over all of their training and testing to ensure they are ready and capable of functioning on patrol. This includes reviewing daily training logs, mid-term and final evaluations, and compliance with Idaho POST requirements.
2.	<b><u>Tow Coordinator</u></b> – management and oversight of vehicle towing and abandoned vehicles within Canyon County, according to State of Idaho statutes. This is a duty that has become increasingly difficult and time consuming due to legislative changes that continue to place greater burdens on CCSO. This includes reviewing and approving yearly applications from tow companies to maintain a law enforcement towing roster for CCSO, reviewing and resolving towing complaints, and conducting hearings for violations of the towing ordinance. Also included are annual inspections of towing business and storage lots, and maintaining files on each tow company and the drivers on their rosters. New legislation on the towing, processing, and auctioning of abandoned vehicles has added an additional burden on this already busy duty. CCSO has called for 4,900 tows in the county from January to September 2024.

3. **Lifeloc Breath Testing Specialist (BTS)** – Lifeloc is a device that measures the blood alcohol content for individuals suspected of drunk driving. A number of these devices are deployed with each Patrol team. Each of these devices must be tested and calibrated on a monthly basis, and a log of these checks must be maintained.
4. **Pursuit Review Coordinator** – Whenever a CCSO deputy engages in a pursuit, the resulting report and all digital video/audio must be reviewed to determine if the pursuit was within policy. The review must be conducted and documented.
5. **Byrne Jag Grant Coordinator** – Each year funding from the Edward Byrne Jag grant is provided to CCSO. The eligibility and amount of funding is based on crime types that occur within the county. In order to secure this funding, each year an application must be completed which includes an itemized list of equipment that CCSO seeks to purchase with the grant. Whatever funds are listed must be tracked and spent according to the grant requirements. All documentation must be submitted to the U.S. Department of Justice.
6. **Ride Along Coordinator** – Whenever a citizen desires to complete a “ride-along” with a CCSO deputy, an application must be filled out. Following a review of the application, a criminal history check of that person is also conducted. This process must be followed and tracked for all ride-along requests.
7. **K-9 Coordinator** – A CCSO Corporal oversees the K-9 program for training and certification of both dogs and handlers. The Coordinator, a Lieutenant, manages scheduling of the different K-9 Officers for training hours, interior/exterior “sniffs” conducted at schools, as well as a review of any “bites” that take place in use-of-force incidents. Also included in this role is maintaining the K-9 budget and the purchase of new K-9s and equipment.
8. **School Resource Officer (SRO) Coordinator** – management and oversight of this program includes responsibility for CCSO’s two SROs assigned to Melba/Notus School Districts, as well as Vallivue School District/West Canyon Elementary. The Coordinator maintains and creates work schedules for hours at each school, and completes annual negotiations with the schools for the yearly contracts that pay for the SRO services.
9. **Region III Crisis Intervention Team Liaison** – This is an assignment to the Region III Mental Health Board. The Board meets monthly to discuss both in-custody and out-of-custody inmates that CCSO houses and oversees, as well as discussing treatment and options for persons with mental health issues.
10. **Veterans Court Liaison** – This is an assignment that requires a weekly meeting with a Canyon County Judge, Prosecutor, and Defense Counsel. Persons in this program have been sentenced for crimes and were recommended by Magistrate and District Judges to complete the fifteen-month plan instead of going to prison or jail. The participants must be former or current U.S. Veterans. Due to the number of participants (14-17 persons whose cases must be reviewed weekly), this is a time-consuming duty.

11. **Axon Taser and I-Pro Body Worn Camera System Coordinator** – Every Patrol deputy carries a Taser and Body Worn Camera (BWC). These electronic devices require regularly scheduled maintenance as well as interaction with County IT to make sure the software systems associated with these devices are working properly. These devices must also be inventoried annually to determine when they must be replaced.
12. **Crash Data Coordinator** – On a weekly basis, motor vehicle crash response data must be accumulated and sent to the Idaho Transportation Department. Further, forms and citations must be ordered when needed.
13. **Planning and Zoning Application Coordinator** – Oversight and management of this program requires a review and sign-off on permits submitted for events and usage on properties in the county.
14. **Fire/Arson Investigation Coordinator** – Oversight and management of any instances where arson is the suspected cause of a fire to which CCSO deputies responded.
15. **Patrol Equipment Coordinator** – Each Patrol team has a significant amount of equipment that must be inspected and replaced at specified intervals. For instance, body armor, which is worn daily by Patrol deputies, must be inspected for condition, and must be replaced every five years. Other equipment, such as items in medical kits, must also be replaced at regular intervals prior to expiration.

As can be seen in the chart above, the Patrol Lieutenants and Sergeants are responsible for a wide array of collateral duties. Some of these duties are intermittent, for example the Fire/Arson Coordinator, but others, such as the Tow Coordinator and PTO Coordinator take substantial amounts of time each week. Under the current organizational structure, which has been in place for decades, these duties are divided amongst the two Patrol Lieutenants and Patrol Sergeants. The time commitment involved to fulfill the collateral duties is sizeable. Based on the current record-breaking call volume being handled by our Patrol teams, maintaining all of these collateral duties in their present state, while providing the necessary leadership to our Patrol teams, is unsustainable.

It is imperative that the Patrol Lieutenants, in their capacity as Shift Commanders, be freed to respond to momentous events that take place almost daily on Patrol (i.e. serious injury crashes, pursuits, unattended deaths, significant arrests, and so forth), as well as providing vital leadership and support to the Patrol teams that they oversee. This is applicable to the Patrol Sergeants as well. Collateral duties assigned to Patrol Sergeants take them away from directly supervising their teams, and limit their ability to assist by taking calls themselves or by responding to significant calls to assist their Patrol deputies. The consistent presence of Patrol Sergeants and Shift Commander Lieutenants improves the quality of law enforcement services CCSO provides to its citizens. The burden of collateral duties needs to be shifted to a Patrol Administrative Lieutenant.

### **Proposed New Structure with the Addition of a Patrol Administration Lieutenant and a 5<sup>th</sup> Patrol Team Sergeant**

This proposal seeks to improve CCSO's organizational structure by adding a Patrol Administration Lieutenant and a 5<sup>th</sup> Patrol team Sergeant. The Patrol Administration Lieutenant would be personally responsible for the most time-consuming collateral duties noted above. It would not be possible to shift all of the collateral duties to this position, and exactly how many duties could be adequately managed by this new position will be determined over time. We are certain that the most time-consuming duties can be managed by this position (such as Tow Coordinator, PTO Coordinator, Byrne Jag Grant Coordinator, Patrol Equipment Coordinator, Taser/BWC Coordinator, etc.) immediately upon its approval, and intend to assign as many collateral duties as possible to this position. This will result in these important collateral duties being done in a more thorough and organized manner, and enable the Shift Commander Lieutenants and Patrol Sergeants to spend much more time in the field working with Patrol, better serving the citizens of Canyon County. With the growth of the county in recent years (37% increase in population 2010 to 2023 – U.S. Census Data), the volume of work on the Patrol teams has likewise increased. The need for close oversight of each of Patrol team is critical.

The addition of a the 5<sup>th</sup> Patrol team will be an incredible benefit to our citizens. With the current call volume, our standard Patrol teams are busy moving from one call to the next, and lack the time or capacity to engage in pro-active police work to address crimes and problem areas. The 5<sup>th</sup> Patrol team will augment the four standard Patrol teams, with its primary objective being pro-active police work. For example, if a citizen has a complaint about chronic excessive speeding or reckless driving in an area, this team can respond to the complaint as a unit of multiple deputies and quickly tackle the problem. More so, this team will have the ability to address suspected drug houses, locate dangerous fugitives, respond to property and persons crimes, and will work cooperatively with our Criminal Investigative Division (CID), the City County Narcotics Unit (CCNU), and the Metro Gang Task Force. This team will be scheduled and deployed during the busiest times of the week (likely a swing shift). This team will be composed of deputies already assigned to Patrol, and will be led by a Sergeant, which position is a subject of this request.

### **Implementation and Cost Analysis**

The current salary for a mid-range deputy is \$82,462, and salary for a Lieutenant in FY2025 is \$137,046. The difference between a Lieutenant's salary and the mid-range deputy is \$54,584, which would represent the A budget cost of reclassifying the deputy PCN to a Lieutenant PCN. If benefits are included the figure would be \$73,688 (@35% benefit cost).

The 5<sup>th</sup> Patrol team Sergeant has already been approved in the FY2025 budget, and we are simply asking to implement that position in October 2024 rather than in January 2025. Based on the number of vacant funded positions that exist within CCSO, there is sufficient funding within the FY2025 A budget to cover the cost difference for re-classifying a deputy PCN to a Lieutenant PCN. CCSO would then propose the Lieutenant's salary in subsequent budget years.

### **Conclusion and Recommendation**

CCSO is in the midst of a very busy and yet extraordinarily productive time period. Under the Sheriff's direction, every aspect of the Sheriff's Office is being evaluated to examine areas where we can develop greater efficiencies, correct problems, and implement appropriate measures to elevate our work. The need to add a Patrol Administration Lieutenant and a 5<sup>th</sup> Patrol team Sergeant was scrutinized over several months, and determined to be an area that is in dire need of change. We are also cognizant that staffing matters are costly. We have identified a vacant deputy PCN that can be re-classified to the Patrol Administration Lieutenant position, and by so doing will absorb the majority of the cost of this proposed change, both now and into the future. The 5<sup>th</sup> Patrol team Sergeant has already been approved in the FY2025 budget.

We hereby request and recommend that the BOCC authorize resolutions, submitted with this proposal, for the reclassification of the deputy PCN to a Lieutenant PCN as outlined above, as well as reclassifying a second deputy PCN for the approved 5<sup>th</sup> Patrol team Sergeant, and believe that change in our organizational structure will appreciably improve the critical functions performed by CCSO Patrol teams in order to better serve our citizens. Thank you for your consideration of this matter.

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## NOTES