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Costs Related to replacing a departed police officer:

1. Separation Costs

- * Cost of a supervisor's salary and benefits to conduct all of the exit interviews
- * Cost of the salary and benefits of the person who is leaving to participate in exit interview
- * Administrative costs for processing the resignation of the employee including payroll, benefits deductions, COBRA notifications, and so on
- * Administrative costs for changing computer security codes
- * Salary of staff and officer to return and inspect equipment
- * Selection costs invested in the departing officer
- * Training costs invested in the departing officer

2. Recruitment Costs

- * Annual advertising and recruitment costs divided by the number of new hires (includes cost of newspaper advertisements, commercials, brochures, giveaway, and so on)
- * Salary/benefits of recruiters divided by the number of new hires
- * Expenses of recruiters divided by the number of new hires

3. Selection Costs

- * Total cost of selection tests divided by the number of new officers hired

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- * Cost of the review board member's salaries and benefits divided by the number of officers hired
- * Cost of an investigator's salary and expenses for background investigations divided by the number of new officers hired
- * Cost of the officer's salary and benefits administering the physical agility exam
- * Cost of executive interview panel's salary divided by the number of officers hired
- * Cost of the applicant's medical and drug screening
- * Cost of the psychological screening exams

4. New Employee Costs

- * Salary, benefits, and expenditures to complete employment paperwork
- * Salary and benefits for payroll personnel to set up the new employee
- * Department's expenditures for setting up computer security codes
- * Cost of new uniforms and equipment
- * Travel costs associated with obtaining new uniforms and equipment (if applicable)
- * Salary and benefits for staff to issue equipment.

5. Training Costs

- * Cost of orientation and field training material
- * Supervisory salary and benefits for making and reviewing assignments during field training

- * Recruit's salary and benefits during academy training
- * One-half of the field training officer's salary and benefits during the recruit's field training
- * Recruit's salary and benefits during field training
- * Supervisor's cost to set up attendance in training
- * Recruit's travel expenses and equipment costs during training
- * Salary and benefits of recruit for all in-service training beyond field and basic training
- * Salary and benefits of recruit for advanced training classes
- * Expenditures for travel and meals for advanced training classes
- * Salary of new officer to attend in-service training

6. Other "Soft" Costs

- * Overtime to cover vacancies
- * Loss of productivity before employee departs
- * Loss of knowledge and experience
- * Supervisor disruption (time spent correcting increased mistakes, lower quality of work by new officers)
- * Peer disruption (lower productivity from increased workload, lower morale)