



---

# COCHISE COUNTY SHERIFF'S OFFICE

## Memorandum

---

Date: June 7, 2021

To: Rich Karwaczka  
County Administrator

From: Mark D. Napier  
Chief

Subject: Naco School District SRO Position

### Deputy PCN Request

The Naco School District has applied for and been awarded funding to place a School Resource Officer (SRO) in the district under the School Safety Program Funding ARS 15-155. The total award is \$75,100 annually. This award is for salary and EREs.

The Sheriff's Office does not have the personnel resources to assign a current deputy to the school to operate in this capacity. We have a Reserve Deputy who is qualified to assume this position, is acceptable to the school district and is willing to accept the position contingent upon grant funding being available.

To make this happen the Sheriff's Office would have to be authorized one (1) additional PCN for a fulltime deputy. This would not be a permanent increase to our staffing levels. This PCN would only be in place as long as the grant funding were available through the Naco School District.

The grant award of \$75,100 would not cover the entire amount of a fulltime deputy inclusive of EREs. The Sheriff's Office agrees within its existing budget to cover the difference. We estimate that will be less than \$20,000 annually.

Since there is no request for additional funding associated, I believe that you can approve the increase of a PCN under the terms outlined in this memorandum without being required to obtain Board of Supervisor approval. Again, this is not a request for additional funding or a permanent increase to our staffing levels. I am merely trying to find a path forward to assist the Naco District with enhancement of school safety through the addition of an SRO. I am requesting your approval for one (1) additional sworn deputy PCN.

Waiver of Special Assignment Process

The creation of an SRO position would normally be considered a "Special Assignment" and require a selection process. In this case, no current deputy would be willing to accept the position as it is contingent upon the availability of grant funding in the future. Further, we could not spare a current deputy as our staffing levels will not allow us to take a regularly deployed deputy off-line to fill this position. We are not aware of any other Reserve Deputy or otherwise qualified person to assume the position other than the current Reserve Officer we propose to select. Human Resources has informed me that I need a waiver from you to forgo the normal process of selection for a Special Assignment.

Approval

Unfortunately, time is of the essence. The District must report back to the state no later than June 28 regarding the selection of the SRO and that we are moving forward as outlined in the grant. I do believe that you have the authority to approve both requests outlined in this memorandum.

Could you please indicate approval by signing below so that we may have this for the file?

Thank you.

Request for Additional Deputy PCN

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Rich Karwaczka

Request for Waiver of Special Assignment Selection Process

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Rich Karwaczka

Cc: Sheriff Dannels  
Lieutenant Wilkins