



# PORTAGE POLICE DEPARTMENT

Chief: Troy J. Williams  
Major: Lisa L. Duncan  
Patrol Captain: Michael A. Candiano

Assistant Chief: Ted W. Uzelac  
Detective Captain: Joseph P. Reynolds  
Administrative Captain: James R. Maynard

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## New Hire/Full-Time Officer Benefits Package

1. Holidays-employees will receive the following holiday time (CBA Section 10.1)
  - a. New year's Day
  - b. Martin Luther King Day
  - c. President's Day
  - d. Good Friday
  - e. Memorial Day
  - f. Independence Day
  - g. Labor Day
  - h. Veteran's Day
  - i. Thanksgiving Day
  - j. Christmas Day
  - k. Any other day the City declares as a holiday.
2. Holiday Pay-employees who work a holiday shall be compensated at two and one-half (2-1/2) times their regular rate of pay for all time actually worked. Employees who do not work on a holiday shall receive eight-(8) hours of pay for each holiday (CBA Section 10.3).
3. Personal Days-each employee will receive three-(3) Personal Days each year, but they do not carry over into a following year (CBA Section 11.1).
4. Perfect Attendance-is defined as an employee working all their scheduled shifts during a twelve-(12) month period. An employee will received two-(2) Award Days for the following year (CBA Section 12.1).
5. Vacation Days-below is the schedule of earned vacation time (CBA Section 13.1).
  - a. 1-week=(5 work days) after one-(1) year of service
  - b. 2-weeks after two-(2) years of service
  - c. 3-weeks after four-(4) years of service
  - d. 4-weeks after eight-(8) years of service
  - e. 5-weeks after thirteen-(13) years of service
  - f. 6-weeks after eighteen-(20) years of service
6. Vacation Buy Back-Each year employees may elect to sell back to the Employer one-(1) week of vacation to be paid at the employee's normal rate of pay. The amount paid by the Employer for vacation time shall be deposited into a 457(b) account or some other tax exempt account designed to be used for payment of health care expenses including health insurance premiums. Employer shall pay for vacation sold back under this section in January of the following year (CBA Section 13.3).

7. Accumulated Vacation at Separation-Upon separation, an employee will be paid for all unused, accrued vacation time, award days, and A/O time/earned based on the employee's current rate of pay. In the event of the employee's death, compensation for all unused vacation allowances will be paid to his/her beneficiary (CBA Section-13.4).
8. Sick Leave-An employee earns 4-sick day after their Probationary Year (and each year after that). They do not carry over into the following year to be used. However, you can be paid out if you do not use them. If an employee has accumulated thirty-(30) days of unused sick time, and has not used more than two-(2) at the end of the calendar year, the City of Portage shall buy back the unused sick days two-(2) for one-(1) at the employee's regular rate of pay. If the employee has not used any sick days, the city shall buy back all days two-(2) for one-(1) at the employee's regular rate of pay, plus the employee shall receive one-(1) additional Personal Day (CBA Section 13.6).
9. Major Illness Days-every full-time employee shall earn Major Illness Leave for major illness, injury or maternity sick leave, with full pay, at the rate of one-(1) work day per month of continuous employment service. A month of continuous employment services for the purposes of earning major illness, injury or maternity sick leave shall constitute a month in which the employee works a minimum of fifteen-(15) days. Work days shall include holidays, vacations, sick leave, personal leave, and funeral leave, but shall exclude days off from work due to workers compensation leave, unpaid leave of absence, major illness leave, maternity leave and FLMA leave. The earned Major Illness Leave may be accumulated up to ninety-(90) work days (CBA Section 13.9).
10. Funeral Leave-The Employer provides the following bereavement leave for full-time employees (see specific list of eligible relatives in the CBA) of up to four-(4) days off with pay (CBA Section 14.2).
11. Health Insurance-full-time bargaining unit employees will participate in the health and dental plans administered by the Midwest Operating Engineers Welfare Fund. **There are no monthly premiums paid by the employee** (CBA Section 15.1).
12. Officer's pension base will be based on the Master Patrol Officer with 40 years of service, currently (2019) is set at \$74,263.00, 2020-\$76,491.00. (Master Patrol Officer 40 years of service + 20-year longevity (3.5%).
13. Retirees Health Insurances-A police officer who retire shall be entitled to retain health insurance coverage by selecting a health insurance plan approved by the employer. The employer agrees to pay seventy-five (75%) percent of the net cost of the insurance (CBA Section 15.1).
14. Retire Spousal Insurance- Spouses of retirees who have reached Medicare eligibility shall be entitled to retain health insurance coverage until the spouse becomes eligible for Medicare on the following terms and conditions: For current retirees or for employees who retire between January 1, 2014 and December 31, 2019, Employer shall pay seventy-five (75%) percent of the net cost of the spousal insurance. For employees who retire between January 1, 2020 and December 31, 2023, Employer shall pay fifty (50%) percent of the net cost of the spousal insurance. For employees who retire on or after January 1, 2024, the retiree shall pay the full cost for his/her spouses' insurance coverage. The net cost shall mean the cost of the insurance less any subsidy which the spouse is eligible to receive (CBA Section 15.1).

15. Training Compensation-any mandatory training hours worked outside of his or her regular scheduled shift shall be paid at the overtime rate, except for prescheduled training. Elective training shall be compensated at the straight time rate of pay, or if requested, comp time (CBA Section 16.1).
16. Clothing Allowance-following an officer's probationary year of service, officers will receive an annual clothing allowance of \$2,000, to be paid by in two equal installments on separate checks on June 15<sup>th</sup> and December 15<sup>th</sup> of each year (CBA Section 19.1).
17. Take Home Car Program-All officers hired prior to January 1<sup>st</sup>, 2017, will be issued a take-home squad car. The car shall be used and cared for in accordance with Departmental; policies and procedures. This privilege may be revoked temporarily or permanently due to serious violations of these policies and procedures. All officers hired after January 1<sup>st</sup>, 2017, will be issued a take-home squad car under the same criteria listed above as long as they live within Porter County, Indiana (CBA Section 19.4).
18. 2019 Salary Ordinance-salaries for first three years.
  - a. Probationary Officer w/out experience (year 1) \$39,006.38
  - b. Probationary Officer w/ experience \$45,760.61
  - c. 1<sup>st</sup> Class Patrol Officer (year 2) \$47,348.63
  - d. Master Patrol Officer (year 3) \$53,947.89
19. Longevity Pay-(CBA Section 22.2)
  - a. After 3 years of service 1.75%
  - b. After 8 years of service 2.25%
  - c. After 13 years of service 3.0%
  - d. After 18 years of service 3.5%
20. Specialty Units & Assignments-Officers have the opportunity to further their policing career by volunteering for the following specialty assignments when a position becomes available.
  - a. SWAT Team
  - b. K9 Unit
  - c. Porter County Bomb Squad
  - d. District 1 Law Enforcement Team
  - e. Porter County Multi-Enforcement Group
  - f. Portage County Highway Interdiction Team
  - g. Crash Investigations Team
  - h. US Marshal's Great Lakes Fugitive Task Force
  - i. ATF Violent Crimes Task Force
  - j. School Resource Officer
  - k. Range/Firearms Instructor
  - l. Taser Instructor