

**RESOLUTION 25-219**

**A RESOLUTION TO ADOPT A REVISED SCHEDULE OF AUTHORIZED  
POSITIONS FOR FISCAL YEAR 2025-2026**

**WHEREAS**, the City of Spring Hill is committed to providing adequate and appropriate staffing levels and delivering an excellent level of services by maintaining a quality workplace for our employees; and

**WHEREAS**, the Police Department currently assigns an officer to be the Court Liaison for Williamson County General Sessions Court; and

**WHEREAS**, the Police Department requests to make the Court Liaison position full time for both Williamson and Maury County General Sessions Court: and

**WHEREAS**, the duties and responsibilities of the Court Liaison Officer will be to represent criminal cases to the District Attorneys' office, acting on behalf of the arresting officer; and

**WHEREAS**, this reclassification will reduce court overtime and travel for officers, unless the officer is needed for trial; and

**WHEREAS**, a patrol officer will be promoted to the vacant detective position, and the patrol position will not be backfilled.

**NOW, THEREFORE BE IT RESOLVED**, the City of Spring Hill Board of Mayor and Aldermen:

Approve the classification of Court Liaison Officer for the Police Department.

**Passed and Adopted by the Board of Mayor and Aldermen of the City of Spring Hill, Tennessee on the 15th day of September 2025.**

  
\_\_\_\_\_  
Matt Fitterer, Mayor

ATTEST:

  
\_\_\_\_\_  
April Goad, City Recorder

LEGAL FORM APPROVED:

  
\_\_\_\_\_  
Patrick Carter, City Attorney



**REQUEST:** Approval of Resolution 25-219

**SUBMITTED BY:** Don Brite, Chief of Police

**DATE:** September 15, 2025

**RE:** personnel classification

**ATTACHMENTS:** Resolution  
memo

---

**PURPOSE:** To approve the classification of a Court Liaison Officer.

**BACKGROUND:** The Police Department currently assigns an officer to be the court liaison officer for the Williamson County General Sessions Court. As our court cases increase, the department is requesting a Court Liaison Officer as a full-time position. This position will be for both Williamson and Maury Co. General Sessions

The duties and responsibilities of the Court Liaison Officer will be to represent criminal cases to the District Attorneys' office, acting on behalf of the arresting officer in General Sessions Court. This reclassification will reduce court overtime and travel for officers, unless the officer presence is needed in Court for trial.

The officer who would be classified as Court Liaison Officer is currently classified as a detective. This position as a detective will remain, and an officer will be promoted to that detective's position. The newly classified Court Liaison Officer classification will change to P104, which is a level below detective. There is no request to backfill the patrol officers' position that will be promoted to detective.



**Proposal Details:**

**Financial Impact:** The reallocation of one patrol officer to a detective position and the reassignment of the current detective to the new Court Liaison role will result in an annual cost increase of \$5,420.84. While the Court Liaison position is budgeted at a lower salary than a Detective, the overall cost increases as a patrol officer moves into a higher-paid Detective role. This increase will be absorbed within the FY 2025–2026 budget using salary savings from vacancies earlier in the fiscal year.

**STAFF RECOMMENDATION:**

Staff Recommendations: Recommend that a new classification of Court Liaison officer be approved. This will cut down on overtime court pay for officers and less travel time that officers have when attending court.