



**Chief Todd Thomas**  
**Appleton Police Department**

222 South Walnut Street  
Appleton, WI 54911

---

To: Alderperson Fenton, Human Resources/IT Committee Chairperson  
From: Chief Todd Thomas  
Date: July 21, 2021  
Subject: Police Department "Over hire" for 2021

I am requesting an "over hire" for 2021. This is not the addition of a new position or a new hire, it is the early promotion of an officer on our current promotional list to the rank of Lieutenant in anticipation of the pending retirement of a current Lieutenant in early 2022.

The Police Department currently operates with a Table of Organization that includes 12 Patrol Operations Lieutenants. This year we have three new Lieutenants who are working the late afternoon or night shift. The Lieutenant who provided his retirement notice is the most senior Lieutenant we have who has extensive supervisory experience and knowledge that we need to transfer to our new supervisors. He provided this unusual early notice because he understands the importance of this over hire. With his retirement, we will have 4 of our 12 Patrol Supervisors with less than a year of experience. This is 33% of our patrol supervisory staff, but more significantly it is 100% of our late afternoon and night shift supervision.

These supervisors are exclusively the only city supervisors working during the evening and overnight hours, the decisions they make impact not only the police department but the services and liability of the entire city.

For us to have a successful transition and development of this new supervisor, and to aid in the mentoring of our other young supervisors, I believe the city would greatly benefit from having this over hire for this position for the remainder of 2021.

The financial impact of this change will be approximately \$7,345. This will be covered from salary savings from the three prior promotions this year. Those promotions replaced senior Lieutenants with Lieutenants paid at a new supervisor rate. This savings was over \$12,000, which covers the \$7,345 cost of this move.

Please contact me with any questions.

Respectfully Submitted,

Chief Todd Thomas