



POLICE DEPARTMENT

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To: Alderperson Jones, Human Resources Committee Chairperson
Alderperson Croatt, Safety and Licensing Committee Chairperson

From: Chief Polly Olson

Date: June 12, 2024

Subject: Police Department Table of Organization Modification Request and
Addition of Police Officer Position

I have continued to review processes, programs, and our organizational structure and I am presenting the following recommendation for modifications to the Police Department's Table of Organization.

1. Unit Title Change – Rename **Investigations and Support Services** to **Investigations and Community Resource**.
2. Move the Community Resource Unit (CRU) from under the supervision of the Captain of the Downtown District to the Captain of Investigations and Community Resource Unit.
3. Move the Officer (Operations Coordinator) position from the supervision of the Community Resource Unit (CRU) Lieutenant to the Captain of the Downtown District.
4. Move the supervision of the Lieutenant (Professional Development) from the Captain of Investigation and Community Resource Unit to the Captain of the Downtown District.
5. Move the supervision of the Crime Analyst position from the Captain of Investigations and Community Resource Unit to the Investigative Services Unit Lieutenant.
6. Eliminate the 1.0 FTE **Professional Development Administrative Specialist** position and create 1.0 FTE Officer (**Traffic Safety Officer**).

Police Department Table of Organization Modification Request Details

- Unit Title Change – Rename **Investigations and Support Services** to **Investigations and Community Resource**. This is a title change to describe the duties of the unit and positions more accurately. This change reflects the elimination of the Support Services Unit.

The Community Resource Unit supports both patrol operations and investigations. These officers predominately wear plain clothes/soft uniforms and work a Monday – Friday schedule. This aligns better with the Investigations branch of the Table of Organization.

- The Officer (Operations Coordinator) was previously assigned to the downtown district Captain. This position was reassigned to the Community Resource Unit (CRU), however, after evaluating this move, it is a better fit reporting directly to the previously assigned Captain.
- The Lieutenant (Support Services) was eliminated at the end of 2023 due to a retirement. The Lieutenant (Professional Development) was placed under the Captain of Investigations and Support Services and was paired with the Professional Development Administrative Specialist. With the recent elimination of the Professional Development Administrative Specialist position, it makes sense to move the Lieutenant (Professional Development) to the Downtown District Captain.
- The Crime Analyst mainly reports directly to the Investigative Services Lieutenant. I recommend a change to the Table of Organization to accurately reflect this.
- Eliminate the 1.0 FTE **Professional Development Administrative Specialist** position to 1.0 FTE **Traffic Safety Officer**. Traffic safety remains a top priority for the Police Department and the community. Recent surveys reflect concerns with speeding, aggressive driving, and preventable traffic crashes. The addition of 1 traffic safety officer in 2023 has been a great success. Our current Traffic Safety Officer handles:
 - Crashes – the traffic safety officer will self-dispatch to crashes freeing up patrol officers so they may perform other work, respond to calls, etc.
 - Operating while intoxicated investigations – the traffic safety officer will take over the investigation of alcohol and drug related driving incidents when possible, freeing up patrol officers to be available for calls for service.
 - Presentations – conducts training and offers educational presentations for staff and the public.
 - Develops content for our social media pages with tips to increase safer driving.
 - Addresses complaints received online through our website.
 - Produces monthly traffic report (see attached).

The addition of a Traffic Safety Officer to the Traffic Safety Unit would allow the officers to increase their saturation while addressing specific traffic concerns. For example, addressing driving behaviors on College Ave. can be challenging. A second traffic officer will allow for creative enforcement tactics to enforce traffic violations more effectively and safely in our high-volume traffic areas. I also anticipate the expanded ability of traffic officers to work with neighborhood patrol officers on targeted complaint-driven enforcement.

The elimination of the Professional Development Administrative Specialist requires the distribution of critical tasks to others in the department. My staff has expressed a willingness and desire to rise to the challenge required of the increased workload. The duties related to this position have been reassigned. We will continually assess to ensure the workload is equitable.

The financial impact with the conversion of 1.0 FTE Professional Development Administrative Specialist to a Police Officer is an annual maximum difference of \$22,611. This is taking into consideration the potential increase in the cost of the health plan from a single to a family plan.

Professional Development Administrative Specialist

Hourly \$30.02

Salary \$62,441

Fringe \$17,407 – Single health & dental, FICA, Medicare, and Retirement

TOTAL \$79,848

Police Officer

Hourly \$33.46

Salary \$66,831

Fringe \$35,628 – Family health & dental, FICA, Medicare, and Retirement

TOTAL \$102,459

If the position was filled in 2024, vacant salary dollars would be sufficient to pay for the traffic officer position.

Thank you for considering this recommendation.

Chief Polly Olson