



## POLICE DEPARTMENT

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To: Alderperson Konetzke, Human Resources Committee Chairperson  
Alderperson Lobner, Safety and Licensing Committee Chairperson

From: Chief Todd Thomas

Date: January 18, 2019

Subject: Police Department Table of Organization Modification Request

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

1. Job Title Change – **Investigative Services Unit Captain to Captain of Investigations and Support Services.**
2. Unit Title Change – **Community Resource Unit to Special Investigations Unit.**
3. **Community Resource Unit** – creation of a new **Community Resource Unit** comprised of our **Behavioral Health Officer** and our two **Community Liaison Officers.**
4. Move one FTE **Police Communications Specialist** position to a second **Forensic Evidence Specialist** position in our **Identification Unit**; remove the **Police Officer** position from the **Identification Unit** and reassign to **Patrol Operations.**

### Police Department Table of Organization Modification Request

1. Job Title Change – **Investigative Services Unit Captain to Captain of Investigations and Support Services.** This is a title change only that more accurately describes the duties of the position, there is no financial impact.
2. Unit Title Change – **Community Resource Unit to Special Investigations Unit.** This is a title change only that more accurately describes the work of the unit. The unit is refocused with a mission on more aggressive drug enforcement and fugitive apprehension. In our last two community surveys, and our one internal survey, drug crimes and addiction are the number one community concern. There is no financial impact.

3. **Community Resource Unit** – creation of a new **Community Resource Unit** comprised of our Lieutenant, **Behavioral Health Officer (BHO)** and our two **Community Liaison Officers (CLO)**. These positions will be under the Southern District and Operations Coordinator District. The title more accurately describes the work and mission of the BHO and CLO's. Mental Health and Homelessness issues continue to grow and are always one of our top community concerns. Creating this unit, to collaborate together and externally with other community partners, will make us more efficient and effective. This unit will be supervised by an Operations Lieutenant, who will report to the Captain of the Southern District and Operations Coordination. There is no financial impact.
  
4. Move one FTE **Police Communications Specialist** position to a second **Forensic Evidence Specialist** position in our **Identification Unit**; remove the **Police Officer** position from the **Identification Unit** and reassign to **Patrol Operations**. This move has been discussed before and in 2015 we were approved to move one Police Officer position from the ID Unit to Patrol Operations, and replace them with a Forensic Evidence Specialist. The council has been informed of our Staffing Plan and our intention to increase the number of patrol officers by creating an efficiency in our Administrative Services Unit. This move will do that and finalize the civilianization of our Identification Unit.
  - The Police Communication Specialist position has not been filled while we piloted a new schedule with the unit to see if it could operate at the same level without this position. We went to a flexible work schedule, similar to what our Patrol Operations use, for the unit. We have been able to appropriately staff the unit, without any increase in overtime.
  - The financial impact will be a possible upgrade in the pay from a PCS to a FES. The average PCS salary is \$47,050 plus fringe benefits, the FES position is currently \$52,458 plus fringe benefits. The expected increase is approximately \$5,400. We expect some of this to be offset by a savings in overtime by adding a Patrol Officer to Operations but we are not able to accurately estimate that cost savings and the rest can be absorbed in our budget.
  - The date of this move may not be until the end of 2019 because of an anticipated FMLA leave in the unit, and the time to recruit, hire and train the new employee.

We will constantly review programs, processes, and our organizational structure. We also know that it takes time for changes to take hold so that we can truly determine if the anticipated benefits outweigh the unintended consequences. I will review the impact of any change that is approved and report back to the Council if there are any concerns.

Chief Todd Thomas