



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: February 17, 2017

Subject: Table of Organization Proposal

Chairpersons,

In June of 2014, the Council approved a table of organization modification change that increased the number of patrol officers working in the community and reduced the number of administrators, that gave us a financial savings of around \$36,842 a year.

I promised that I would continue to review the impact of this modification and report back to the council any unanticipated operational or fiscal consequences ;

- We have seen the expected positive financial impact.
- We have noticed the workload shifted to the Assistant Chief was greater than we expected, but having an experienced *Administrative Support Specialist* assigned to the Support Services Lieutenant and Assistant Chief has helped to minimize the impact.
- The duties performed by the Police Communication Technicians overlap with many of the duties that our records division performs.
 - There has been inconsistent supervision and assignment of duties because each unit has its own supervisor ; one is the Administrative Services Supervisor and the other is the Support Services Lieutenant.

I have continued to review processes, programs and our organizational structure and I am presenting the following recommendation for modifications for our table of organization. Thank you for your consideration and please contact me if you have any questions or comments.

Police Department Table of Organization Modification Request

1. Change the job title of **Police Communication Technician (PCT)** to **Police Communication Specialist (PCS)**. This is at their request, it is more descriptive of what they do and is consistent with the rest of our specialist positions. There is no financial impact because it is only a title change.
2. Permanently move one FTE **Police Communications Specialist** to an **Administrative Support Services** position in the Support Services Unit, reporting to the Support Services Lieutenant. This reduces the number of PCS's from 9-8. We have been operating this way for some time and this move just formalizes it. The position has been temporarily filled by a PCS and the PCS unit has been operating with 8 FTE's for several years. There is no financial impact because the two positions are in the same pay grade.
3. Move supervision of the Police Communication Specialist Unit from the **Support Services Lieutenant** to the **Administrative Services Supervisor**. They have been temporarily placed under Administrative Services Supervisor for approximately two months because the Support Services Lieutenant has been on leave and the Administrative Services Supervisor has identified duties that are overlapping between the records division and the PCSs. This wasn't evident before because of the units having different supervisors. This will give the supervisor the ability to adjust duties between the units and review the work schedules of the PCT's to make both units more efficient and effective.

We would also move the Administrative Services Unit, which would now include the records division and the PCS unit, to a direct report to the Assistant Chief. The duties and responsibilities of the Administrative Services Supervisor will increase and they will be more comparable to those of a Captain. All Captain level positions should report directly to the Assistant Chief to keep our unity in command.

The financial impact will be a possible upgrade in the pay grade for the Administrative Services Supervisor. This position will have the largest group of direct reports (19) in our department. This position will also be supervising and responsible for two separate units. We will be requesting a review of the pay grade just for this position.

I would anticipate a financial impact of under \$6,000 from this potential upgrade. I would expect the cost to be offset by money saved by a retirement we had in the records division of a long time employee. We anticipate filling that position at a new hire rate, which will be much lower than we had budgeted for the retired employee.

Chief Todd Thomas