



## POLICE DEPARTMENT

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To: Alderperson Hartzheim, HR/IT Committee Chairperson  
Alderperson Croatt, Safety and Licensing Committee Chairperson

From: Chief Polly Olson

Date: February 14, 2024

Subject: Action Item – HR/IT  
Informational Item – S&L

We are committed to regularly monitoring operations within the department to look for opportunities to streamline services and maximize productivity. Our evidence unit has undergone significant changes in the last few years and has been fully civilianized. Our current table of organization structure has our Investigative Services Lieutenant providing day-to-day supervision to this unit, in addition to ten detectives.

In 2018, we created two LEAD positions, one located in clerical and one for our front desk operations. These positions are responsible for the schedule, for assisting with minor personnel issues, and for resolving any other issues which do not require intervention by a supervisor. The success we have found with this management structure can be easily replicated in our evidence unit. We would propose creating a LEAD Forensic Evidence Specialist.

Our evidence unit is currently fully staffed with three positions. All three employees are highly skilled and capable of taking on the added responsibilities of this new role. Not only would this increase productivity in the unit, but it would also help with retention and succession planning efforts.

The estimated financial impact will be about \$2000 per year. This can be paid for with overtime savings due to a more efficiently operating unit and closer monitoring of overtime use.

I have attached a memo from Captain Mike Wallace which provides some additional information.

Chief Polly Olson