



POLICE DEPARTMENT

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

From: Chief Polly Olson

Date: April 20, 2023

Subject: Informational Item – Safety and Licensing Committee
Action Item – HR/IT

We constantly review processes, programs, and our organizational structure to make sure we are delivering excellent police services in the most efficient way. I am requesting a position be restructured on our Table of Organization.

There was an unanticipated vacancy recently created in our clerical department. Our Administrative Services Manager had implemented some processes which streamlined workload and created efficiencies allowing us to leave that position unfilled. I am requesting to use the funds from this unfilled 1.0 FTE Administrative Support Specialist to create a 1.0 FTE Police Community Engagement Specialist.

The Police Community Engagement Specialist would be a part of the Community Resource Unit, supervised by Lt. Cash. Lt. Cash currently serves as the department's Public Information Officer, in addition to her role as supervisor for this unit.

This is a civilian position. This person would be expected to perform public information and community outreach functions to enhance the delivery of police services to the citizens in our community. They would build relationships with key community stakeholders and work to promote the department and our programs.

The 1.0 Administrative Support Specialist is in pay grade 5. The Police Community Engagement Specialist is in pay grade 7. This reorganization will result in an estimated salary savings of \$12,000 if the vacancy is filled in June. For 2024, the position will be accounted for in the budget process.

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 Polly Olson