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POLICE DEPARTMENT

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TO: Human Resources Committee
FROM: Chief James M. Lewis
DATE: November 6, 2014
RE: APD Reorganization Request

With the implementation of changes in the City salary administration process, it is essential that employees are evaluated by the proper supervisor to ensure fairness when considering "Pay for Performance Adjustments".

In January 2015, an employee is retiring from the position of Administrative Support Specialist that presently is supervised by the Administrative Services Supervisor in the Records Unit. This position is responsible for downloading, saving, classifying and copying electronic evidentiary media for three local district attorney offices for Discovery requests as well as gathering electronic media for Open Record requests for attorneys, citizens and the media. In 2007, this position processed 410 Discovery requests; in 2013 the position processed 1,695 Discovery requests. The demand for Discovery requests and Open Records continues to grow each year.

Due to the duties of this position; it is more efficient to have this Administrative Support Specialist located in the Identification Unit downstairs. Her daily work is performed in the Identification Unit and closely connected to the work of the Investigative Services Unit. This unit is supervised by the Lieutenant in charge of Investigations and he has a more direct connection to the daily work performed by this Administrative Support Specialist than the Administrative Services Supervisor. For this reason, we are requesting permission to move this position from the Administrative Services Unit to the Investigative Services Unit. This move will not have a fiscal impact.