



## POLICE DEPARTMENT

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To: Alderperson Fenton, HR/IT Committee Chairperson  
From: Assistant Chief Polly Olson  
Date: November 18, 2022  
Subject: Action Item

Within the past two months we have had some personnel changes at the front desk of the Appleton Police Department. We currently have five Professional Communication Specialist's (PCS) which is challenging for us to ensure coverage of the front desk at the department because of benefited time off, sickness, or family leave.

In the budget process the decision was made to create two part time employees (PTE) out of one full time employee (FTE). One of these positions is currently filled, and the other will be shortly.

These employees are frequently the first contact someone has with the department, and their duties are complex. It is important they receive the proper training, and with the amount of turnover and the challenges that are present, we are requesting to over hire for the one FTE position to continue to provide the level of service required.

The funds for this over hire would be from the vacancy we carried in the 2022 budget at the front desk with a retirement from April, and from the split of one FTE into two PTE positions in the clerical department. For 2023, the funds would be from expected vacancies or salary reduction with the (FTE) filled at a different rate and the other FTE position moving to two PTE. The estimate is \$4,233 in 2022 and \$4,300 in 2023 = \$8,533 total in budget impact.

Assistant Chief Polly Olson