

# Appleton Police Department

*Excellence in Police Service – Fighting Crime and Solving Problems*



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To: Alderperson Konetzke, Chairperson – Human Resources Comm.  
Alderperson Lobner, Chairperson – Safety and Licensing

From: Chief Todd Thomas

Date: June 17, 2015

Subject: Request for over hire – Patrol Officer Position

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The Appleton Police Department has a patrol officer who is an active duty member of the Army on extended military leave until February 29, 2016.

I request approval to temporarily exceed the authorized number of sworn officers from 110 to 111 for the position of police officer to mitigate the impact of this open position. We would fill this position as soon as we have a qualified candidate.

The over-hire would allow our Department to hire an entry-level officer to cover for the existing officer who is on this extended leave. The existing officer has been on an unpaid leave of absence since February of 2015. Since the officer is on unpaid leave, the funding is already in the budget and would cover the over-hire position.

Should the officer on leave return to duty before another vacancy occurs, funding would be re-evaluated at that time. Additionally, it is likely some vacancies will occur within the Appleton Police Department due to retirements before February 29, 2016.

This position has already given our department savings because of this officer's unpaid status. We currently have three open positions that we are attempting to fill and are in the background investigation stage on numerous candidates. Filing this position will allow us to hire and train an officer quickly to help with officer staffing and potentially mitigate increased overtime expenditures.

I respectfully request your approval to "over-hire" one police officer position. Thank you for your consideration.

Chief Todd Thomas