



POLICE DEPARTMENT

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To: Alderperson Konetzke, Human Resources Committee Chairperson
Alderperson Lobner, Safety and Licensing Committee Chairperson

From: Chief Todd Thomas

Date: January 1, 2018

Subject: Table of Organization Proposal

We have been monitoring and evaluating the table of organization changes we have made in the last several years. We have looked for unintended consequences, as well as opportunities to become more efficient and effective. The staffing plan that we have implemented is a continuous process that evaluates community needs, and then looks for ways to use technology and process improvements to address those needs, before we look for additional staffing. Subsequently, I am requesting two modifications to our table of organization so we can better use the resources we have.

Move Support Services Unit to the Investigative Service Captain.

The Support Services Unit consists of a Lieutenant who oversees our hiring and training, an officer, and an administrative support services employee. They currently report directly to the Assistant Chief. This is the only specialty unit that does not report directly to a Captain in their day-to-day operation. When we combined the two Deputy Chief positions into the Assistant Chief position we knew we would have to shift some duties and responsibilities to the Captains. The Support Services Unit would have more direction and interaction from a command staff member from reporting directly to the Investigative Captain. The majority of the investigators that do backgrounds are in the Investigative Unit; this is a much better fit and allows the Captain to have more control over his resources. With the recent retirement of Assistant Chief Olm we tested this out on a temporary basis and were very pleased with the results. There is no financial impact with this move.

Create two LEAD positions; one in Records Unit and one in Communication Specialist Unit.

In 2018, we will implement a new records management system which will change the way all our employees operate. The area that will see the biggest changes will be our records unit. Our Administrative Support Services Manager currently has the largest number of direct reports in the department and oversees two large units; Records and

Police Communication Specialists. We are recommending a change in our table of organization which will create two LEAD positions, one in each unit, to assist with day to day operations, scheduling and overtime monitoring, and to provide effective direction and guidance when the Manager is unavailable.

We have several employees in each unit who would be qualified for these positions and they would be used for succession planning for other internal positions. The estimated financial impact will be about \$2,000 per position and we hope to be able to pay for the additional cost through OT cost savings from closer monitoring of OT and the employees work load, and from other efficiencies.

I have attached a memo from Administrative Services Manager Cathy Allcox that gives some additional information.

Thank you for your consideration and I welcome any questions or comments,

Chief Todd Thomas