



## POLICE DEPARTMENT

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

From: Chief Todd Thomas

Date: August 12, 2019

Subject: Police Department Table of Organization Modification Request

I have continued to review processes, programs and our organizational structure and I am presenting the following recommendation for modifications to the Police Departments Table of Organization.

1. Reclassifying the one FTE **Administrative Support Specialist** position in our **Identification Unit** to the third **Forensic Evidence Specialist** position in our **Identification Unit**.
  - This is the culmination of the process we have spoken about for the last couple years which will fully civilianize our Identification Unit. This has put two officers back into the patrol division and allows us the flexibility to be more efficient with our resources.
  - The financial impact will be a possible upgrade in the pay of approximately \$5,400. Much of this will be offset by efficiencies of having a team of three Forensic Specialist that can share duties and responsibilities. It will also give us the ability to pay them at a lower wage for call-ins than if we had to call-in an officer who is a certified evidence technician.
  - We will see a significant savings because we are creating career positions, not rotating positions. In the past we would rotate employees through these positions and we would have to train them and send them to expensive schools to obtain the necessary certifications. Under this model the positions become career positions and we will eliminate the cost of the repeated training and certifications.

We will constantly review programs, processes, and our organizational structure. 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 Todd Thomas