



Appleton Police Department

Compassion. Integrity. Courage.

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January 11, 2024

Chief Olson,

The Evidence Unit at APD has undergone significant changes over the past several years. We have now transitioned to a fully civilianized Evidence Unit. While I believe that this change has been a positive change for our agency, I feel that there are opportunities to improve the performance of the unit and the services they provide.

Having supervised the evidence unit before, during, and after the transition to full civilian staffing, I have had an opportunity to observe, and assess, the overall performance of the unit for the duration of this transition.

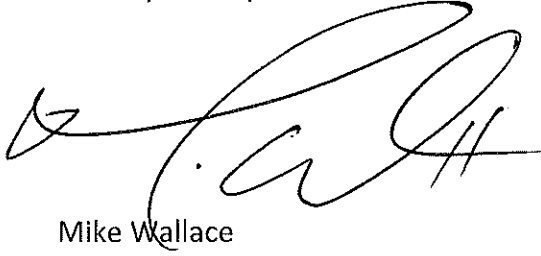
The Evidence Unit currently falls under the supervision of the Investigative Services Lieutenant. This is a challenging position as it would be extremely rare that the Lieutenant would have any experience working in evidence or property room management. While all our civilian staff possess a high level of skill, education, and ability in their field, there are often differences in opinion about specific methods that they should employ to carry out their duties. These matters are often resolved by the Investigative Services Lieutenant who lacks professional experience or training in these matters.

I would like to request your approval for one of the Forensic Evidence Specialists to be classified as a Lead Forensic Evidence Specialist. This position would be responsible for:

- Providing oversight of the Evidence Unit calendar to ensure effective operations
- Providing effective direction, instruction, and guidance regarding workload priorities and evidence and property room procedures
- Periodically reviewing goals and progress with team members
- Keeping the Investigative Services Lieutenant apprised of personnel matters so they can be addressed.

The proposed creation of a Lead Forensic Evidence Specialist will have an estimated financial impact of \$2,000 annually.

Thank you for your consideration.

A handwritten signature in black ink, appearing to read 'M. Wallace', with a stylized flourish at the end.

Mike Wallace

Captain of Investigative and Support Services

Appleton Police Department