



# APPLETON POLICE DEPARTMENT

COMPASSION ★ INTEGRITY ★ COURAGE

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To: Alderperson Croatt, Safety and Licensing Committee Chairperson  
Alderperson Hartzheim, HR/IT Committee Chairperson

From: Polly Olson – Chief of Police

Date: December 2, 2025

Subject: Informational Item – S&L  
Action Item – HR/IT

The staffing study completed by Matrix in August included several recommendations, one of which was the addition of a Patrol Officer position. Our current staffing model includes 59 Patrol Officers (including the K9 unit) divided into two groups. Adding one Patrol Officer will balance the groups, helping alleviate staffing management challenges and bringing us to the study's recommended staffing level for Patrol.

In 2026, the department will have two officers on extended military deployments. One officer is expected to be deployed until August, and the other from March through October. These temporary vacancies will result in approximately \$122,519 in salary savings.

Our request is to add one Patrol Officer in 2026 to the table of organization. Adding a Patrol Officer will cost approximately \$117,000. The current police department budget can support this addition in 2026. Funding for subsequent years will be incorporated into the department's annual budget requests and long-term financial planning.

In addition to the request above, we collaborated with Appleton Professional Police Association union members to adjust shift schedules to better align with community needs and peak call-for-service times—another recommendation from the staffing study. As part of these changes, the K9 Unit will be removed from the patrol schedule and moved to a flexible scheduling model. This adjustment maximizes department-wide availability and is expected to reduce overtime costs by approximately \$25,000.