



POLICE DEPARTMENT

222 South Walnut Street • Appleton, WI 54911-5899
(920)832-5500 • Fax (920) 832-5553
<http://www.appleton.org/police>

TO: Members of the Human Resources Committee

FROM: Chief Helein

DATE: November 18, 2013

RE: Police Department Over-Hire Request

I am respectfully requesting permission to “over-hire” the position of police officer on or about January 8, 2014.

The “over-hire” would allow our Department to hire an entry-level officer to cover for an existing officer who is on an extended unpaid leave of absence. The existing officer has been on an unpaid leave of absence since June of 2013 and, at this time, the available return date is unknown.

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 in 2014.

The Department invests a significant amount of resources to recruit, select, and retain a workforce representing the diversity of our community. The Department has an established eligibility list of qualified candidates. As you can imagine, law enforcement agencies throughout the State of Wisconsin compete with each other to hire the top candidates.

One of our top candidates will be graduating with a four-year degree in December of 2013 and will need to attend the local Police Academy to complete the mandatory law enforcement certification program. This candidate would be an excellent investment and would be an outstanding addition to the Appleton Police Department.

Fox Valley Technical College has a Police Academy running from January 13 through April 11, 2014. If the “over-hire” is not approved, the Department will miss the opportunity to hire an outstanding candidate and immediately enroll this individual in the mandatory Police Academy. If delayed, the next Police Academy begins on May 15 or September 11 of 2014.

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