



Chief Todd Thomas
Appleton Police Department

222 South Walnut Street
Appleton, WI 54911

To: Alderperson Fenton, Human Resources and IT Committee Chairperson

From: Chief Todd Thomas

Date: July 21, 2021

Subject: Police Department Table of Organization Modification Request

We constantly review processes, programs, and our organizational structure to make sure we are delivering police services in the most efficient way. I am presenting the following three recommendations to you and requesting approval for the modifications to our table of organization.

1. Move one Police Communication Specialist (PCS) position to a Crime Analyst (CA) in the Investigative Services Unit.

This is the culmination of a process we have been undertaking for several years. Our APD Staffing Plan included doing a feasibility study during 2018 and 2019, to evaluate creating a full time Crime Analyst position. Prior to this, we were not able to identify crime patterns, frequent offenders, or habitual nuisance addresses as quickly and effectively as we should because we did not have that specialist. We worked with other local police agencies who have full time crime analyst, mainly Oshkosh, Green Bay and WI DOJ, to develop our program. During the pilot period it has been a part time duty for one of our current PCS employees. We are requesting to make that position a full time Crime Analyst and remove it from the PCS unit. This will not impact the services of our PCS unit at all because we have adjusted the hours and work shifts of the unit members.

It is anticipated that this new position will eventually be at a pay grade above the PCS position, but that would not occur until after the position has been in place for one full year and Human Resources does an analysis. There will be no financial impact at this time.

2. Move the Community Resource Unit under the Downtown District Command.
3. Rename the Operations Coordinator Lieutenant to Professional Development Coordinator and move it under the Northern/Southern District Command.

This is switching who these positions report to so that the workload for the District Commander's is balanced and they are supervising the areas that they have more knowledge and experience in. There will be no financial impact, it is a lateral switching of the supervision of units.

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.

Respectfully Submitted,

Chief Todd Thomas