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## POLICE DEPARTMENT

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

From: Chief Polly Olson

Date: November 8, 2023

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

We have received written notice of Beth Jasiak retiring on January 2nd, 2024. Beth's position is the Executive Assistant to the Police Chief. She has been in this position for over 30 years. To adequately prepare her replacement to fill the duties required by this position, I am requesting to over hire. Ideally, I would like to have this person selected and prepared to start by December 18<sup>th</sup>, 2023.

The Executive Assistant to the Police Chief is a critical position in the table of organization. It is important this person is provided with proper training and can be comfortable with our day-to-day operations prior to Beth Jasiak's departure.

The funds for this over hire would be from salary savings due to a front desk vacancy. The estimate is \$2777 in 2023 and \$555.50 in 2024 = \$3332.50 total in budget impact.

Chief Polly Olson