



# Appleton Police Department

Compassion. Integrity. Courage.

222 South Walnut Street  
(920) 832 - 5500



Appleton, WI 54911 - 5899

Fax (920) 832-5553

<http://www.appleton.org/police>

To: Alderperson Hartzheim, Human Resources Committee Chairperson  
Alderperson Croatt, Safety and Licensing Committee Chairperson

From: Chief Polly Olson

Date: June 28, 2023

Subject: Informational Item – Safety and Licensing Committee  
Action Item – HR/IT

The Support Services Lieutenant will be reassigned to patrol on January 1, 2024. With this change, we have reassigned some duties to the Support Services Administrative Support Specialist position. The Administrative Support Specialist will be changed to the Professional Development Administrative Specialist under the supervision of the Investigations and Support Services Captain. The increase in position duties led to a reclassification of this position from pay grade 5 to pay grade 6. Changing this position effective immediately will allow for time to cross-train.

There will be no financial impact associated with this move in 2023.

Chief Polly Olson