



CITY OF MANITOWOC

WISCONSIN, USA

www.manitowoc.org

DATE: March 7, 2022
TO: Personnel Committee
FROM: Nick Reimer, Chief of Police
RE: Seasonal Police Assistant Position

As you may be aware, we have 5 new officers in training, 4 openings, and at least 3 more retirements in the first half of 2022. We are looking to bridge the gap left from numerous retirements and hiring new officers. As a result of the lack of patrol staff, there is a delay in promoting someone to the new detective position. There is also a greater need for someone to do time consuming background checks on new hire candidates. We have additional duties that could easily be done by someone who has past law enforcement experience. To address this, the recommendation is to create and fill a Seasonal Police Assistant position to perform background checks, evidence processing, reviewing jail calls and video surveillance. This will free up time for detectives to be able to focus on their caseloads.

This position will also assist with a variety of other police tasks as needed. These are listed in the essential duties on the job description. Prior experience in law enforcement is preferred for this position and I believe there will be interest from retired law enforcement and future retirees.

This year I anticipate this will be funded using the cost savings associated in our wages budget line with having several vacant positions left open until we can fill them. This employee will be utilized on an "as needed" basis so hours will be limited. I anticipate on a yearly basis this could be around 600 hours. The cost will be minimal compared to the many hours this will free up for detectives and other employees to perform the essential duties of their individual jobs.

I sincerely thank you for your consideration.

Nick Reimer
Chief of Police